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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
BUREAU OF HUMAN RESOURCE MANAGEMENT

Nicholas A. Toumpas
Commissioner

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October 15, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Bureau of Human Resource Management to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2016 funds to Ryleigh McCoolle, Mental Health Worker I, New Hampshire Hospital in the amount of \$1,038.52. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2015. The funds to be paid will be twenty-seven percent (27%) General Funds, forty-three percent (43%) Agency Funds and thirty percent (30%) Federal. Funds are available in the following account as follows:

05-95-94-940010-8750 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:NEW HAMPSHIRE HOSPITAL, NEW HAMPSHIRE HOSPITAL,ACUTE PSYCHIATRIC SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount
Ryleigh McCoolle	010-500100	Personal Services-Perm. Class.		\$1,038.52
Ryleigh McCoolle	060-500601	FICA (Permanent)		\$64.00
Ryleigh McCoolle	060-500604	Employee Retirement (Permanent)		\$128.00
Ryleigh McCoolle	060-500631	Medicare Coverage (Permanent)		<u>\$15.00</u>
		Total		<u>\$1,245.52</u>

EXPLANATION

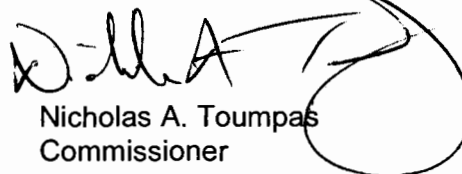
This request is made retroactively because Ms. McCoolle was due compensation in State Fiscal Year 2015 that was not paid. The administrative error was not discovered until State Fiscal Year 2016. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. McCoolle was due to receive a promotion to Mental Health Worker I on July 19, 2014. Through administrative error her promotion was not processed and she is due pay from July 19, 2014

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through June 11, 2015. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. McCoolle.

Respectfully submitted,



Nicholas A. Toumpas
Commissioner