



EV 7

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

Nicholas A. Toumpas  
 Commissioner

Mark Bussiere  
 Director

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October 22, 2015

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

Retroactive

**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 Christine Keane Registered Nurse II, New Hampshire Hospital in the amount of \$2,441.78. 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%) Other 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
Christine Keane	010-500100	Personal Services-Perm. Class.		\$2,441.78
Christine Keane	060-500601	FICA (Permanent)		\$151.00
Christine Keane	060-500604	Employee Retirement (Permanent)		\$300.00
Christine Keane	060-500631	Medicare Coverage (Permanent)		\$35.00
		Total		<u>\$2,927.78</u>

**EXPLANATION**

This request is made retroactively because Ms. Keane 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. Keane was due to receive a promotion to Registered Nurse II on December 6, 2014. Through administrative error her promotion was not processed and she is due pay from December 6, 2014

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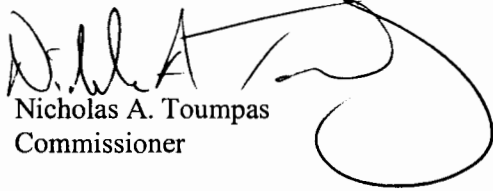
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through June 11, 2015. This error was just recently brought to the attention of the Bureau of Human Resource Management.

Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Keane.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'N. A. Toumpas', with a large, sweeping flourish extending to the right and curving downwards.

Nicholas A. Toumpas  
Commissioner