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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

Helen E. Hanks
Commissioner

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July 17, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the NH Department of Corrections (NHDOC) to make a one-time retroactive annual and compensation time payout payment to Mr. Charles Hanson, Jr., in the amount of \$1,621.56, from account 02-46-46-463510-3373, for the separation date of November 21, 2015 with current State fiscal year funds. 100% General Funds

Funds are available in the account, *Northern NH Correctional Facility*, as follows:

Separation Date: November 21, 2015

Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
Charles Hanson, Jr.	02-46-46-463510-3373	\$ 1,375.65	\$ 245.91	\$ 1,621.56

EXPLANATION

The NHDOC requests authorization to make a one-time retroactive annual and compensation time payment to Mr. Charles Hanson, Jr. who was a Chef II at the Northern NH Correctional Facility, Berlin, NH, in the amount of \$1,621.56, for the separation date of November 21, 2015 with current State fiscal year funds.

The payroll separation process was initiated in the system but not finalized completely. The oversight of not processing the final procedures in the payroll system led to the missed final payout and was discovered during a recent internal audit.

Respectfully Submitted,

Helen E. Hanks
Commissioner

Employee Name: Charles Hanson, Jr.
Reason: Retroactive
ID #: 74175
Position #: 41476
Wage Schedule: A130
LG: 14
Step: 7
Group: 2
Account: 3373

Pay Period Impacted:
Dates in Pay Period:
Separation Date: 11/21/2015

Salary				
Separation Date	Leave Compensation	Hours Compensated	Wage Rate	Total of Actual Pay
11/21/2015	Annual	28.5	20.38	\$ 580.83
11/21/2015	Compensation Time	39	20.38	\$ 794.82
			-	\$ -
			-	\$ -
Total Amount Due				\$ 1,375.65

Benefits			
Benefits	Rate	Total Owed	Total
FICA	0.062	-	\$ -
MED	0.0145	1,375.65	\$ 19.95
RET I	0.1155	-	\$ -
RET II	0.2843	794.82	\$ 225.97
Total Amount Due			\$ 245.91

Total Salary & Benefits **\$ 1,621.56**