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

Jeffrey A. Meyers  
Commissioner

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January 8, 2019

His Excellency, Governor Christopher T. Sununu  
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) 2019 funds to Rachel Cray, Registered Nurse III, at New Hampshire Hospital in the amount of \$1,259.70. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2018. The funds to be paid will be thirty-four percent (34%) General Funds, twenty-one percent (21%) Federal and forty-five percent (45%) agency income (provider fees). 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, ACUTE PSYCHIATRIC SERVICES**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Rachel Cray	010-500100	Personal Services-Perm. Class.	94051500	\$1,259.70
Rachel Cray	060-500601	FICA (Permanent)	94051500	\$78.00
Rachel Cray	060-500604	Employee Retirement (Permanent)	94051500	\$153.00
Rachel Cray	060-500631	Medicare Coverage (Permanent)	94051500	<u>\$18.00</u>
Total				<u>\$1,508.70</u>

**EXPLANATION**

This request is made retroactively because Ms. Cray was due compensation in State Fiscal Year 2018 that was not paid. The administrative error was not discovered until State Fiscal Year 2019. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Page 2 of 2

Ms. Cray was due to receive a promotion to Registered Nurse II on December 23, 2017. Through an administrative error her promotion was not processed and she is due pay from December 23, 2017 through June 7, 2018. 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. Cray.

Respectfully submitted,



Jeffrey A Meyers  
Commissioner