



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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Concord, New Hampshire 03301

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August 18, 2014

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

Retroactive

REQUESTED ACTION

Authorize the Department of Administrative Services to make a **retroactive** one-time payment from State Fiscal Year (SYF) 2015 funds to Douglas Burnham in the Bureau of Facilities and Asset Management in the amount of \$1,223.04 for the period of December 28, 2013 through June 30, 2014 with current State fiscal year funds to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2014, upon Governor and Council approval. **100% Transfer Funds.**

Funds are available in the account Department of Administrative Services, Division of Plant and Property, Bureau of Facilities and Asset Management.

Period of Impact: December 28, 2013 – June 30, 2014.

Employee Name	Account	Salary, Class 10	Benefits, Class 060	Total
Douglas Burnham	01-14-14-141510-2042	\$1,019.20	\$203.84	\$1,223.04

EXPLANATION

This request is retroactive because Mr. Burnham was due to receive an increment increase on December 28, 2013. As a result of the late processing of his performance evaluation and increment increase, retroactive pay is due for the period of December 28, 2013 through June 30, 2014. Administrative processes have been reviewed and adjusted so that oversights of this nature will be eliminated. Approval of this Request will rectify the error thereby reimbursing Mr. Burnham for monies due him.

Respectfully submitted,

for

Linda M. Hodgdon
Commissioner

