

7 mac



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

Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4286 1-800-852-3345 Ext. 4286
Fax: 603-271-4810 TDD Access: 1-800-735-2964

May 10, 2017

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 2017 funds to Carleen Dingman, Toxicologist, Division of Public Health Services Laboratories in the amount of \$1,479.71. This payment is to compensate the employee for wages that were not paid for the State Fiscal Year 2016. The funds to be paid will be 100% Federal Funds. Funds are available in the following account as follows:

Employee Name	Account Title	Account Number	Object Code	Job Number	Amount
Carleen Dingman	Personal Services	010-040-8276-010	0100	90069012	\$1,479.71
Carleen Dingman	Social Security	010-040-8276-060	0601	90069012	\$92.00
Carleen Dingman	State Retirement	010-040-8276-060	0604	90069012	\$182.00
Carleen Dingman	Medicare	010-040-8276-060	0631	90069012	<u>\$21.00</u>
Total					\$1,774.71

EXPLANATION

Ms. Dingman is a Toxicologist in the Division of Public Health Laboratories. When she was hired on June 26, 2015 it was at the wrong labor grade. She was hired at a Labor Grade 19 and should have been hired at a Labor Grade 20. Ms. Dingman is due pay from June 26, 2015 through June 9, 2016 in the amount of \$1,774.71.

Through administrative error, Ms. Dingman was paid at a lower rate of pay and is due additional pay. 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 paying Ms. Dingman for monies due her.

Respectfully submitted,

Jeffrey A. Meyers
Commissioner