



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

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

December 3, 2014

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) 2015 funds to Kelly McLaughlin, Youth Counselor III, Sununu Youth Services Center in the amount of \$1,066.73. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2014. The funds to be paid will be one hundred percent (100%) General. Funds are available in the following account as follows:

EXPLANATION

05-95-42-421510-7916 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:HUMAN SERVICES, SUNUNU YOUTH SERVICES CENTER, REHAB PROGRAMS				
Employee	Class/	Class	Job	
Name	Object	Title	Number	Amount
Kelly McLaughlin	010-500100	Personal Services-Perm. Class.	42151601	\$1,066.73
Kelly McLaughlin	060-500601	FICA (Permanent)	42151601	\$66.00
Kelly McLaughlin	060-500604	Employee Retirement (Permanent)	42151601	\$131.00
Kelly McLaughlin	060-500631	Medicare Coverage (Permanent)	42151601	\$15.00
		Total		\$1,278.73

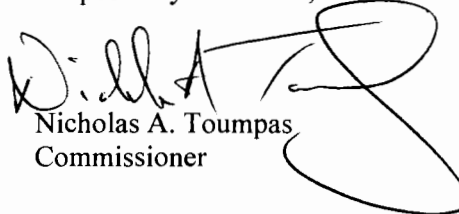
This request is made retroactively because Ms. McLaughlin was due compensation in State Fiscal Year 2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2015. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. McLaughlin was due to receive a promotion to Youth Counselor II on October 4, 2013. Through administrative error her promotion was not processed and she is due pay from October 4, 2013 through June 2014.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
December 29, 2014
Page 2

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. McLaughlin.

Respectfully submitted,



Nicholas A. Toumpas
Commissioner

05-95-42-421510-7916 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF,					
HHS:HUMAN SERVICES, SUNUNU YOUTH SERVICES CENTER, REHAB. PROGRAMS.					
Employee	Class/	Class	Job		
Name	Object	Title	Number	Amount	
Kelly McLaughlin	010-500100	Personal Services-Perm. Class.	42151601	\$1,066.73	
Kelly McLaughlin	060-500601	FICA (Permanent)	42151601	\$66.00	0.062
Kelly McLaughlin	060-500604	Employee Retirement (Permanent)	42151601	\$131.00	0.123
Kelly McLaughlin	060-500631	Medicare Coverage (Permanent)	42151601	\$15.00	0.0145
		Total		\$1,278.73	

Percent

0.062
0.123
0.0145