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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

Retrospective

August 19, 2014

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

Requested Action

Authorize the Department of Safety, Division of Administration, to **retroactively** pay the attached list of employees a total of \$38,910.61 for various payroll payments owed from SFY2013 and SFY2014. Effective upon Governor and Council approval. Funding source: 4% Turnpike Fund, 22% Highway Fund, 60% Revolving Fund, and 14% Agency Income.

Funds are available in the SFY2015 operating budget as follows:

02-23-23-234015-40030000	Dept. of Safety – Div. of State Police – Traffic Bureau	
010-500100	Personal Services - Perm. Class	\$7,264.48
060-500601	Benefits	1,805.60
02-23-23-237010-40650000	Dept. of Safety – Fire Standards & Training-EMS – FSTEMS Admin	
010-500100	Personal Services - Perm. Class	\$4,610.40
060-500601	Benefits	911.94
02-23-23-238010-50020000	Dept. of Safety – Fire Safety – Fire Safety Admin	
050-500109	Personal Services-Temp Appointment	\$8,527.47
060-500601	Benefits	652.35
02-23-23-238010-59220000	Dept. of Safety – Fire Safety – Reduced Ignition Propensity Cig	
050-500109	Personal Services-Temp Appointment	\$5,466.05
060-500601	Benefits	418.16
02-23-23-233015-23140000	Dept. of Safety – Div. of Motor Vehicles – Certificate of Title	
050-500109	Personal Services-Temp Appointment	\$ 967.28
060-500601	Benefits	74.00
02-23-23-234010-50010000	Dept. of Safety – Div. of State Police – Watercraft Safety	
050-500109	Personal Services-Temp Appointment	\$2,596.30
060-500601	Benefits	198.62
02-23-23-237010-46520000	Dept. of Safety – Fire Standards & Training-EMS – Fire Standards Instruction	
050-500109	Personal Services-Temp Appointment	\$1,294.81
060-500601	Benefits	99.05
02-23-23-236510-13950000	Dept. of Safety – Emergency Communications – Bur of Emergency Comm	
010-500100	Personal Services-Perm. Class	\$3,359.58
060-500601	Benefits	664.52

Subtotals: \$34,086.37 (Salary) \$4,824.24 (Benefits)

Total: \$38,910.61

Explanation

This request is **retroactive** due to issues and challenges related to the implementation of new Statewide payroll and time management systems, especially related to the complexities of the Department of Safety's payroll structure and employee turnover. In January 2014, the Division of Administration relocated its payroll personnel to the Business Office in an effort to better align the function with its other fiscal responsibilities. At that time, administration began a review of the payroll processes in place. During this review, it was discovered that several omissions and errors were made by the Department's payroll personnel during and after the State's transition to new payroll and time management systems. The errors included: inconsistent tracking of part-time hours in order to calculate annual payments and increments; "on-call" pay code functioning incorrectly and not paying for time earned; instructors not submitting their time worked in a timely manner for payment before the end of the fiscal year; and human error during the manual processes. A thorough review was conducted to identify all employees affected by the errors. The Business Office worked with the Department of Administrative Services' Bureau of Accounts to quantify the effect of the errors. We have determined that a lack of certain checks and balances has contributed to the errors identified above. As a result, the Department's payroll function has been restructured and corrective actions have been established. Payroll is now under the direct supervision of the Business Office Administrator; a new payroll database has been created to enable us to track part-time employee hours; a regular review of specific payroll reports has been instituted; and overall communication between payroll, HR, and Business Office personnel has been improved through regular meetings and internal routing documents.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

ACCOUNTING UNIT #	EMP ID #	NAME	FY 2013		FY 2014		FY 2014 MILEAGE	SALARY	BENEFITS
			RETPAY	PAYAN	RETPAY	PAYAN			
15-40030000-500100	49247	BAUMAN, RALPH	261.86		1,787.79		2,049.65	405.42	
15-40030000-500100	52782	TIBBETTS III, WILLIAM	1,348.26		2,747.68		4,095.94	1,099.76	
10-40650000-500100	34263	COOPER, RICHARD	1,028.00		3,582.40		4,610.40	911.94	
15-23140000-500109	3728	GENO, CLAUDETTE		967.28			967.28	74.00	
10-50020000-500109	93670	ANSTEY JR, RONALD	240.33	1,841.70	1,617.47	2,226.40	5,925.90	453.33	
10-50020000-500109	90026529	KOWALIK, BEVERLY		1,290.94		1,310.63	2,601.57	199.02	
10-59220000-500109	106976	MACCAFFRIE, MARY		1,185.19		1,254.38	2,439.57	186.63	
10-59220000-500109	113277	NIELSON, SHERYL		1,422.23		1,604.25	3,026.48	231.53	
10-50010000-500109	108288	DOUGHERTY, HUGH				1,174.60	1,174.60	89.86	
10-50010000-500109	91894	GRENIER JR, RAYMOND				1,421.70	1,421.70	108.76	
10-46520000-500109	115863	MATHER, MICHAEL			1,294.81		1,294.81	99.05	
15-40030000-500100	107913	SHORT, RYAN M			1,118.89		1,118.89	300.42	
10-13950000-500100	78174	RIVERS, DAVID			3,359.58		3,359.58	664.52	

COLUMN TOTALS: 2,878.45 5,740.06 15,508.62 9,959.24 0.00 34,086.37 4,824.24

TOTALS: 34,086.37 4,824.24

GRAND TOTAL: 38,910.61