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

Nicholas A. Toumpas
Commissioner
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March 16, 2015

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 Matthew Moran, Youth Counselor III, Division for Children, Youth and Families in the amount of \$4,497.96. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2014. The funds to be paid will be 100% General Funds.

05-95-42-421510-7916 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
HHS: JUVENILE JUSTICE SERV, YOUTH DEVELOPMENT CENTER, REHABILITATIVE
EDUCATION

Employee Name	Class/ Object	Class Title	Job Number	Amount
Matthew Moran	010-500100	Personal Services-Perm. Class.	42151601	\$4,497.96
Matthew Moran	060-500601	FICA (Permanent)	42151601	\$279.00
Matthew Moran	060-500604	Employee Retirement (Permanent)	42151601	\$553.00
Matthew Moran	060-500631	Medicare Coverage (Permanent)	42151601	<u>\$65.00</u>
		Total		<u>\$5,394.96</u>

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EXPLANATION

This request is made retroactively because Mr. Moran 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.

Mr. Moran was to be hired at the Youth Counselor III level, having the required prior experience. Mr. Moran did not receive the documentation for approximately five months post hire. Mr. Moran has been paid a partial retroactive payment but a decision was made to go back to his date of hire. 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 Mr. Moran.

Respectfully submitted,


Nicholas A. Toumpas
Commissioner

05-95-42-427010-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
HHS: HUMAN SERVICES, CHILD SUPPORT SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Matthew Moran	010-500100	Personal Services-Perm. Class.	42151601	\$4,497.96	
Matthew Moran	060-500601	FICA (Permanent)	42151601	\$279.00	0.062
Matthew Moran	060-500604	Employee Retirement (Permanent)	42151601	\$553.00	0.123
Matthew Moran	060-500631	Medicare Coverage (Permanent)	42151601	\$65.00	0.0145
Total				<u>\$5,394.96</u>	