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

Nicholas A. Toumpas
Commissioner

Mark Bussiere
Director

BUREAU OF HUMAN RESOURCE MANAGEMENT

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July 16, 2014

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

REQUESTED ACTION

100% General Funds

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 Jena Vincent Psychological Associate I, Division of Juvenile Justice Services in the amount of \$3,133.83. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2013 & 2014. The funds to be paid will be one hundred percent (100%) General Funds. Funds are available in the following account as follows:

05-95-42-421510-7961 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS:HUMAN SERVICES, SUNUNU YOUTH SERVICES CENTER, REHABILITATION PROGRAMS

Employee Name	Class/ Object	Class Title	Job Number	Amount
Jena Vincent	010-500100	Personal Services-Perm. Class.	42151504	\$3,133.83
Jena Vincent	060-500601	FICA (Permanent)	42151504	\$194.00
Jena Vincent	060-500604	Employee Retirement (Permanent)	42151504	\$219.00
Jena Vincent	060-500631	Medicare Coverage (Permanent)	42151504	\$45.00
Total				<u>\$3,591.83</u>

EXPLANATION

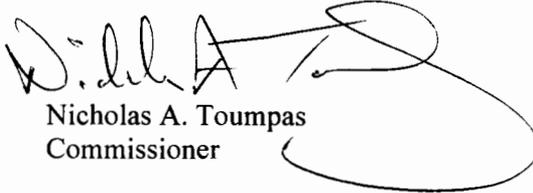
This request is made retroactively because Ms. Vincent was due compensation in State Fiscal Year 2013 & 2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2014. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Vincent was due to have the temporary downgrade on her position as Psychological Associate I removed on October 5, 2012. Through administrative error this was not processed and she is due pay from October 5, 2012 through February 20, 2014. This error was just recently brought to the attention of the Bureau of

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and the Honorable Council
July 24, 2014
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Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Vincent.

Respectfully submitted,


Nicholas A. Toumpas
Commissioner

05-95-42-421510-7961 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
 HHS:HUMAN SERVICES, SUNUNU YOUTH SERVICES CENTER, REHABILITATION PROGRAMS

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Jena Vincent	010-500100	Personal Services-Perm. Class.	42151504	\$3,133.83	
Jena Vincent	060-500601	FICA (Permanent)	42151504	\$194.00	0.062
Jena Vincent	060-500604	Employee Retirement (Permanent)	42151504	\$219.00	0.07
Jena Vincent	060-500631	Medicare Coverage (Permanent)	42151504	\$45.00	0.0145
Total				<u>\$3,591.83</u>	