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

Jeffrey A. Meyers
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March 20, 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 (SFY) 2017 funds to Joan Brossia, Case Technician I, Child Support Services in the amount of \$1,586.13. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2016. The funds to be paid will be thirty-four percent (34%) General Funds and sixty-six percent (66%) Federal Funds. Funds are available in the following account as follows:

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

Employee Name	Class/ Object	Class Title	Job Number	Amount
Joan Brossia	010-500100	Personal Services-Perm. Class.	42701700	\$1,586.13
Joan Brossia	060-500601	FICA (Permanent)	42701700	\$98.00
Joan Brossia	060-500604	Employee Retirement (Permanent)	42701700	\$195.00
Joan Brossia	060-500631	Medicare Coverage (Permanent)	42701700	\$23.00
		Total		<u>\$1,902.13</u>

EXPLANATION

This request is made retroactively because Ms. Brossia was due compensation in State Fiscal Year 2016 that was not paid. The administrative error was not discovered until State Fiscal Year 2017. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Ms. Brossia was due to receive a promotion to Case Technician I on June 2, 2015. Through administrative error her promotion was not processed and she is due pay from June 11, 2015 through June 9, 2016. 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. Brossia.

Respectfully submitted,



Jeffrey A Meyers
Commissioner