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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

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

May 6, 2013

Her Excellency, Governor Margaret Wood Hassan
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) 2013 funds to Jennifer Daniels, Juvenile Probation & Parole Officer III, Division of Juvenile Justice Services in the amount of \$1,219.20. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2012. The funds to be paid will be seventy percent (70%) General Funds and thirty percent (30%) Federal. Funds are available in the following account as follows:

EXPLANATION

**05-95-41-410010-5809 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS: JUVENILE JUSTICE, DIV. OF JUVENILE JUSTICE SERVICES, JUVENILE FIELD SERVICES**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Jennifer Daniels	010-500100	Personal Services-Perm. Class.	41122503	\$1,219.20
Jennifer Daniels	060-500601	FICA (Permanent)	41122503	\$76.00
Jennifer Daniels	060-500604	Employee Retirement (Permanent)	41122503	\$135.00
Jennifer Daniels	060-500631	Medicare Coverage (Permanent)	41122503	<u>\$18.00</u>
		Total		<u>\$1,448.20</u>

This request is made retroactively because Ms. Daniels was due compensation in State Fiscal Year 2012 that was not paid. The administrative error was not discovered until State Fiscal Year 2012. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Her Excellency, Governor Margaret Wood Hasan
and the Honorable Council

May 6, 2013

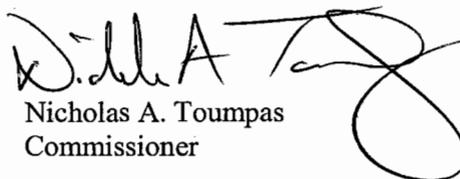
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Ms. Daniels was due to receive a promotion to Juvenile Probation & Parole Office III on December 5, 2011. Through administrative error her promotion was not processed and she is due pay from December 5, 2011 through July 26, 2012. This error was just 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. Daniels.

Respectfully submitted,



Nicholas A. Toumpas
Commissioner

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HHS: JUVENILE JUSTICE, DIV. OF JUVENILE JUSTICE SERVICES, JUVENILE FIELD SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Jennifer Daniels	010-500100	Personal Services-Perm. Class.	41122503	\$1,219.20	
Jennifer Daniels	060-500601	FICA (Permanent)	41122503	\$76.00	0.062
Jennifer Daniels	060-500604	Employee Retirement (Permanent)	41122503	\$135.00	0.1105
Jennifer Daniels	060-500631	Medicare Coverage (Permanent)	41122503	\$18.00	0.0145
Total				\$1,448.20	