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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
Commissioner

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February 25, 2016

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) 2016 funds to Kerry Neslon, Business Administrator II, Division of Family Assistance in the amount of \$979.71. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2015. The funds to be paid will be 100% General Funds.

**05-95-45-450010-6125 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
HHS: DIVISION OF FAMILY ASSISTANCE**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Kerry Nelson	010-500100	Personal Services-Perm. Class.	45000012	\$979.71
Kerry Nelson	060-500601	FICA (Permanent)	45000012	\$61.00
Kerry Nelson	060-500604	Employee Retirement (Permanent)	45000012	\$121.00
Kerry Nelson	060-500631	Medicare Coverage (Permanent)	45000012	\$14.00
		Total		\$1,175.71

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EXPLANATION

This request is made retroactively because Ms. Nelson was due compensation in State Fiscal Year 2015 that was not paid. The administrative error was not discovered until State Fiscal Year 2016. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Nelson was due an increment on February 4, 2015 but there was no current evaluation on file. Human Resources eventually received a performance evaluation in December of 2015. 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. Nelson.

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

**05-95-45-45102011-7993 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
 HHS: DIVISION OF FAMILY ASSISTANCE**

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Kerry Nelson	010-500100	Personal Services-Perm. Class.	45000012	\$979.71	
Kerry Nelson	060-500601	FICA (Permanent)	45000012	\$61.00	0.062
Kerry Nelson	060-500604	Employee Retirement (Permanent)	45000012	\$121.00	0.123
Kerry Nelson	060-500631	Medicare Coverage (Permanent)	45000012	\$14.00	0.0145
Total				\$1,175.71	