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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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October 30, 2014

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 former employee, Lorri Ripley, Program Planning and Review Specialist, Bureau of Behavioral Health in the amount of \$1,618.51. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2014. The funds to be paid will be sixty-six percent (66%) General Funds and thirty-four percent (34%) Federal. Funds are available in the following account as follows:

05-95-92-920010-59450000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:BEHAVIORAL HEALTH DIV OF, DIV OF BEHAVIORAL HEALTH, CMH PROGRAM SUPPORT				
Employee	Class/	Class	Job	
Name	Object	Title	Number	Amount
Lorri Ripley	010-500100	Personal Services-Perm. Class.	92200000	\$1,618.51
Lorri Ripley	060-500601	FICA (Permanent)	92200000	\$100.00
Lorri Ripley	060-500604	Employee Retirement (Permanent)	92200000	\$199.00
Lorri Ripley	060-500631	Medicare Coverage (Permanent)	92200000	\$23.00
		Total		\$1,940.51

EXPLANATION

This request is made **retroactively** because Ms. Ripley 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.

Ms. Ripley was due to receive a temporary promotion to Program Planning and Review Specialist on March 28, 2014. Through administrative error her temporary promotion was not processed and she is due pay from March 28, 2014 through June 26, 2014. This error was just recently brought to the attention of the Bureau

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and the Honorable Council
October 30, 2014
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of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Ripley.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nicholas A. Toumpas", with a large, stylized flourish extending to the right.

Nicholas A. Toumpas
Commissioner

05-95-95- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,					
HHS:					
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