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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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 Director

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May 2, 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 Jonathan Alexander, Teacher Assistant, Division for Children Youth and Families in the amount of \$1,981.25. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2016. The funds to be paid will be sixty-seven percent (67%) General Funds and thirty-three percent (33%) Federal. Funds are available in the following accounts as follows:

**05-95-042-421510-7917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
 HHS: DIVISION FOR CHILDREN YOUTH AND FAMILIES, SUNUNU YOUTH SERVICE CENTER,
 REHABILITATIVE EDUCATION**

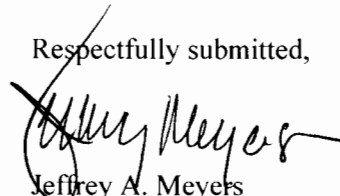
Employee Name	Class/ Object	Class Title	Job Number	Amount
Jonathan Alexander	010-500100	Personal Services-Perm. Class.	42151701	\$1,981.25
Jonathan Alexander	060-500601	FICA (Permanent)	42151701	\$123.00
Jonathan Alexander	060-500604	Employee Retirement (Permanent)	42151701	\$244.00
Jonathan Alexander	060-500631	Medicare Coverage (Permanent)	42151701	<u>\$29.00</u>
Total				<u><u>\$2,377.25</u></u>

EXPLANATION

This request is made retroactively because Mr. Alexander 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.

Mr. Alexander is on Military Leave and was due to receive his annual fifteen (15) days of Military Pay beginning October 1, 2015. Through administrative error this was not processed and he is due this pay while on Military leave. 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 Mr. Alexander.

Respectfully submitted,



Jeffrey A. Meyers
Commissioner