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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

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Director

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September 2, 2015

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) 2016 funds to Lindsay Bibeau, Administrator I Division Family Assistance in the amount of \$913.50. 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.

**05-95-45-4500100-6125 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES
DIVISION OF FAMILY ASSISTANCE**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Lindsay Bibeau	010-500100	Personal Services-Perm. Class.	45007000	\$913.50
Lindsay Bibeau	060-500601	FICA (Permanent)	45007000	\$57.00
Lindsay Bibeau	060-500604	Employee Retirement (Permanent)	45007000	\$112.00
Lindsay Bibeau	060-500631	Medicare Coverage (Permanent)	45007000	\$13.00
		Total		\$1,095.50

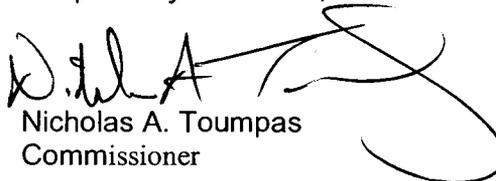
Her Excellency, Governor Margaret Wood Hassan
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September 2, 2015
Page 2

EXPLANATION

This request is made retroactively because Ms. Bibeau 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. Bibeau was placed permanently into the Administrator I position she had been covering temporarily on January 16, 2015. Human Resources was contacted and made the adjustments to Ms. Bibeau's salary which had reverted back to step one in error. 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. Bibeau.

Respectfully submitted,



Nicholas A. Toumpas
Commissioner

05-95-42-427010-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
HHS: HUMAN SERVICES, DIVISION OF FAMILY ASSISTANCE

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Lindsay Bibeau	010-500100	Personal Services-Perm. Class.	45007000	\$913.50	
Lindsay Bibeau	060-500601	FICA (Permanent)	45007000	\$57.00	0.062
Lindsay Bibeau	060-500604	Employee Retirement (Permanent)	45007000	\$112.00	0.123
Lindsay Bibeau	060-500631	Medicare Coverage (Permanent)	45007000	\$13.00	0.0145
Total				<u>\$1,095.50</u>	