



Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
BUREAU OF HUMAN RESOURCE MANAGEMENT

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February 10, 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 Emily Wilcox, Mental Health Worker II, at New Hampshire Hospital in the amount of \$3,227.02. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2016. The funds to be paid will be thirty-two percent (32%) General Funds, twenty-nine percent (29%) Federal and thirty-nine percent (39%) agency income (provider fees). Funds are available in the following account as follows:

**05-95-94-940010-8750 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS: NEW HAMPSHIRE HOSPITAL, ACUTE PSYCHIATRIC SERVICES**

Employee Name	Class/Object	Class Title	Job Number	Amount
Emily Wilcox	010-500100	Personal Services-Perm. Class.	94051000	\$3,227.02
Emily Wilcox	060-500601	FICA (Permanent)	94051000	\$200.00
Emily Wilcox	060-500604	Employee Retirement (Permanent)	94051000	\$397.00
Emily Wilcox	060-500631	Medicare Coverage (Permanent)	94051000	\$47.00
Total				<u><u>\$3,871.02</u></u>

EXPLANATION

This request is made retroactively because Ms. Wilcox 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.

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Ms. Wilcox was due to receive a promotion to Mental Health Worker II on June 26, 2015. Through administrative error her promotion was not processed and she is due pay from June 26, 2015 through June 9, 2016. 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. Wilcox.

Respectfully submitted,



Jeffrey A. Meyers
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