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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

March 5, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

Retroactive

Requested Action

Authorize the Department of Safety, Division of Homeland Security & Emergency Management (HSEM), to **retroactively** pay Gregory Kaylor the amount of \$862.50 for a missed increment that was due for the period of February 4, 2017 to June 8, 2017. Effective upon Governor and Council approval. Funding source: 100% Agency Income.

02-23-23-236010-27400000	Dept. of Safety – HSEM – Emergency Mgmt Admin	
010-500100	Personal Services-Perm Clas – Regular Officers and Employees	\$862.50
060	Benefits	<u>170.78</u>
		\$1,033.28

Explanation

This request is **retroactive** due to an oversight in the processing of this employee's pay. The employee was due an increment raise in February 2017. The amount of \$862.50 is the total balance owed to Mr. Kaylor for the period from February 4, 2017 through June 8, 2017.

Respectfully submitted,

J. J. Barthelmes
John J. Barthelmes
Commissioner

GREGORY KAYLOR ID # 85027						
INCREMENT DUE 2/4/2017						
DATES	RETRO PAY	SOC SEC	MEDI	NHRS	TOTAL DUE	
2/4/17 TO 6/8/17	\$ 862.50	\$ 53.48	\$ 12.51	\$ 104.79	\$ 1,033.28	
A/U 10-27400000-500100						
HSEM						
DUE TO INCREMENT EFFECTIVE DATE WAS INCORRECTLY ENTERED						