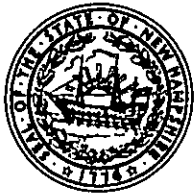


10
MAR

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

Jeffrey A. Meyers
 Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
 603-271-9389 1-800-852-3345 Ext. 9389
 Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 9, 2019

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, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2020 funds to Susan J. Smith, Registered Nurse III, at New Hampshire Hospital in the amount of \$3,094.73. This payment is to compensate the employee for wages that were not paid for State Fiscal Years 2018 & 2019. 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
Susan J. Smith	010-500100	Personal Services-Perm. Class.	94061000	\$3,094.73
Susan J. Smith	060-500601	FICA (Permanent)	94061000	\$192.00
Susan J. Smith	060-500604	Employee Retirement (Permanent)	94061000	\$369.00
Susan J. Smith	060-500631	Medicare Coverage (Permanent)	94061000	<u>\$45.00</u>
Total				<u>\$3,700.73</u>

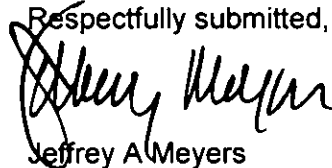
EXPLANATION

This request is made retroactively because Ms. Smith was due compensation in State Fiscal Years 2018 & 2019 that was not paid. The administrative error was not discovered until State Fiscal Year 2020. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 2

Ms. Smith was due to receive an increment from step 6 to step 7 on April 15, 2018. Through administrative error her increment was not processed and she is due pay from April 15, 2018 through June 7, 2019. 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. Smith.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeffrey A. Meyers". The signature is written in a cursive style with a large initial "J".

Jeffrey A. Meyers
Commissioner