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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
 State House Annex - Room 419
 25 Capitol Street
 Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
 Commissioner
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CHRISTINE MARIE, PHR
 Human Resources Administrator
 (603) 271-2260

September 14, 2018

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Plant and Property Management to retroactively pay Alan Hensey the amount of \$1,121.52 for the period of October 7, 2017 to June 30, 2018 due to the employee not receiving his annual evaluation and increment approval. Effective upon Governor and Council approval. General Funds 100%

Funds are available as follows:
 01-14-14-141510-2094

	<u>FY 2019</u>
010-500100 Regular Personnel Services	\$936.17
060-500601 Benefits (FICA 6.2%)	58.04
060-600531 Benefits (Medicare 1.45%)	13.57
060-500604 Benefits (NHRS 12.15%)	<u>113.74</u>
Total	\$1,121.52

EXPLANATION

This request is retroactive because Mr. Hensey's increment to Step 4 was not processed when it was due on October 7, 2017. The amount of \$1,121.52 is the total balance owed to Mr. Hensey for the period listed above.

Respectfully Submitted,

Charles Arlinghaus
 Commissioner