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

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November 4, 2016

Her Excellency, Governor Margaret Wood Hassan  
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 Karin Seton, Mental Health Worker I, New Hampshire Hospital, in the amount of \$994.79. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2016. The funds to be paid will be 100% General Funds.

**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
Karin Seton	010-500100	Personal Services-Perm. Class.	94051600	\$994.79
Karin Seton	060-500601	FICA (Permanent)	94051600	\$62.00
Karin Seton	060-500604	Employee Retirement (Permanent)	94051600	\$122.00
Karin Seton	060-500631	Medicare Coverage (Permanent)	94051600	\$14.00
Total				<u>\$1,192.79</u>

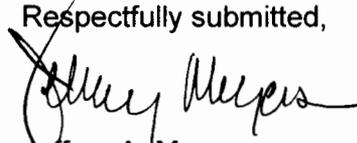
**EXPLANATION**

This request is made retroactively because Ms. Seton 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. Seton was due to receive a promotion to Mental Health Worker I on September 19, 2015. Through administrative error her promotion was not processed and she is due pay from September 19, 2015 through August 18, 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. Seton.

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner