



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

8C Bm
KPA

LINDA M. HODGDON
Commissioner
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JOSEPH B. BOUCHARD
Assistant Commissioner
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December 28, 2012

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Retroactive

REQUESTED ACTION

Authorize the Department of Administrative Services, Financial Data Management to make a one-time retro-active payment from State Fiscal Year 2013 funds to Tania Lacroix, full time Program Specialist III in the amount of \$1,057.57. This payment is to compensate the employee for longevity wages that should have been paid during State Fiscal Year 2011. The funds to be paid will be **100% Capital Funds**

Funds are available in the following account:

01-14-14-142030-09420000 – ERP Phase 2

Class/ Object	Class Title	Job Number	Amount
034-501574	Capital Project Salary		\$1,057.57

EXPLANATION

This item is retroactive as a result of an administrative oversight when the agency's chief financial officer was on leave for an emergency illness and subsequent resignation from employment with the state. The original request was never completed. Ms. Lacroix informed the current chief financial officer of the situation in December 2012. The State Payroll Manager has confirmed that Ms. Lacroix did not receive a longevity payment in December 2010 and that she is was eligible for such payment.

Sincerely,

Linda M. Hodgdon
Commissioner