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

BUREAU OF HUMAN RESOURCE MANAGEMENT

Nicholas A. Toumpas
Commissioner

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Director

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October 29, 2014

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

Retroactive

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) 2015 funds to Katherine Folkins, Registered Nurse II, New Hampshire Hospital in the amount of \$1,041.45. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2014. The funds to be paid will be twenty-seven percent (27%) General Funds, forty-three percent (43%) Other and thirty percent (30%) Federal. 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, NEW HAMPSHIRE HOSPITAL,ACUTE PSYCHIATRIC SERVICES | | | | |
|---|------------------|---------------------------------|---------------|------------|
| Employee Name | Class/ Object | Class Title | Job Number | Amount |
| Katherine Folkins | 010-500100 | Personal Services-Perm. Class. | 94051000 | \$1,041.45 |
| Katherine Folkins | 060-500601 | FICA (Permanent) | 94051000 | \$65.00 |
| Katherine Folkins | 060-500604 | Employee Retirement (Permanent) | 94051000 | \$128.00 |
| Katherine Folkins | 060-500631 | Medicare Coverage (Permanent) | 94051000 | \$15.00 |
| | | Total | | \$1,249.45 |

EXPLANATION

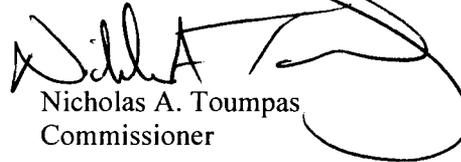
This request is made **retroactively** because Ms. Folkins was due compensation in State Fiscal Year 2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2015. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Folkins was due to receive the promotion to Registered Nurse II on September 28, 2013. Through administrative error her promotion was not processed and she is due pay from September 28, 2013 through June 12, 2014. This error was just recently brought to the attention of the Bureau of Human

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Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Folkins.

Respectfully submitted,



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Commissioner

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| Total | | | | \$1,249.45 | |

Percent
0.062
0.123
0.0145