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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

Mark Bussiere  
Director

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November 4, 2015

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) 2016 funds to Alysia Nelson, Supervisor VI with the Division for Children, Youth and Families in the amount of \$1,829.89. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2015. The funds to be paid will be 100% General Funds.

**05-95-42-29570000-7916 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES  
DIVISION OF CHILDREN, YOUTH AND FAMILIES**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Alysia Nelson	010-500100	Personal Services-Perm. Class.	42105708	\$1,829.89
Alysia Nelson	060-500601	FICA (Permanent)	42105708	\$113.00
Alysia Nelson	060-500604	Employee Retirement (Permanent)	42105708	\$225.00
Alysia Nelson	060-500631	Medicare Coverage (Permanent)	42105708	<u>\$27.00</u>
		Total		<u>\$2,194.89</u>

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**EXPLANATION**

This request is made retroactively because Ms. Nelson was due compensation in State Fiscal Year 2015 that was not paid. The administrative error was not discovered until State Fiscal Year 2016. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Nelson was due an increment on September 25, 2014 but there was no current evaluation on file. Human Resources eventually received a performance evaluation in October of 2015. 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. Nelson.

Respectfully submitted,

  
Nicholas A. Toumpas  
Commissioner

05-95-42-427010-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: OFFICE OF MINORITY HEALTH

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Alysia Nelson	010-500100	Personal Services-Perm. Class.	42105708	\$1,829.89	
Alysia Nelson	060-500601	FICA (Permanent)	42105708	\$113.00	0.062
Alysia Nelson	060-500604	Employee Retirement (Permanent)	42105708	\$225.00	0.123
Alysia Nelson	060-500631	Medicare Coverage (Permanent)	42105708	\$27.00	0.0145
Total				<u>\$2,194.89</u>	