



# State of New Hampshire

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

leb dm

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

JOSEPH B. BOUCHARD  
Assistant Commissioner  
(603) 271-3204

September 30, 2014

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

*Retroactive*

### REQUESTED ACTION

Authorize the Department of Administrative Services to make five **retroactive** one-time payments from State Fiscal Year (SFY) 2015 funds to the employees listed below in the amount of \$8,078.83 for prior year payments with current SFY funds to compensate the employees for wages that were not paid for SFY 2013 and 2014, upon Governor and Council approval. **100% General Funds**

Funds are available in the accounts Department of Administrative Services, Bureau of General Services, Bureau of Public Works, Division of Personnel, and Print Shop Operations.

Employee Name	Account	Salary, Class 10	Benefits, Class 060	Total
Melissa Girard – for the time period 1/11/13 to 6/30/14	01-14-14-141510-29500000-500100	\$1,750.67	\$350.13	\$2,100.80
Rita Khadka – for the time period 10/3/12 to 6/30/14	01-14-14-141510-29510000-500100	\$1,739.87	\$347.97	\$2,087.84
Nancy O'Brien – for the time period 7/20/12 to 7/19/13	01-14-14-141510-20910000-500109	\$1,006.80	\$77.02	\$1,083.82
Frank Nugent – for the time period 8/17/12 to 8/16/13	01-14-14-141010-10440000-500109	\$1,353.66	\$103.55	\$1,457.21
Ronald Stickney – for the time period 8/29/12 to 8/28/13	01-14-14-141510-34030000-500103	\$1,253.28	\$95.88	\$1,349.16

### EXPLANATION

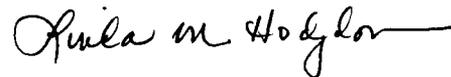
The reason for this retroactive request for Ms. Girard is she was due to receive an increment increase on January 11, 2013. Our research has shown that Ms. Girard's increment was processed in January 2013 through the GHRS system. However, when the payroll system was converted to NHFIRST, the information reverted back to the information prior to conversion.

The reason for this retroactive request for Ms. Khadka is she was due to receive an increment increase on October 3, 2012. Our research has shown that while processing a family and medical leave transaction, there was an error with the correct increment date carrying over to the final transaction. Due to the implementation of the one-year increment freeze from 2011 to 2012, the increment date was not advanced correctly and Ms. Khadka's information was showing as not being due for an increment.

The reason for this retroactive request for Ms. O'Brien, Mr. Nugent, and Mr. Stickney was that they were due to receive a part-time bonus pay out. Ms. O'Brien is a part time employee who worked 1,349.88 hours and per RSA 98-A:6 is eligible for a payout of 60 hours of annual leave. Mr. Nugent is a part time employee who worked 1,075.75 hours and per RSA 98-A:6 is eligible for a payout of 66 hours of annual leave. Mr. Stickney is a part time employee who worked 1,484.25 hours and per RSA 98-A:6 is eligible for a payout of 84 hours of annual leave.

Approval of this request will rectify these errors thereby reimbursing Ms. Girard, Ms. Khadka, Ms. O'Brien, Mr. Nugent, and Mr. Stickney for monies due them.

Respectfully submitted,



Linda M. Hodgdon  
Commissioner