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

Jeffrey A. Meyers
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October 6, 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 Ryleigh McCoole, Mental Health Worker II, at New Hampshire Hospital in the amount of \$1,079.39. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2016. The funds to be paid will be thirty-two percent (32%) General Funds, twenty-nine percent (29%) Federal and thirty-nine percent (39%) agency income (provider fees). 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, ACUTE PSYCHIATRIC SERVICES

Employee Name	Class/Object	Class Title	Job Number	Amount
Ryleigh McCoole	010-500100	Personal Services-Perm. Class.	94051500	\$1,079.39
Ryleigh McCoole	060-500601	FICA (Permanent)	94051500	\$ 67.00
Ryleigh McCoole	060-500604	Employee Retirement (Permanent)	94051500	\$ 133.00
Ryleigh McCoole	060-500631	Medicare Coverage (Permanent)	94051500	\$ 16.00
Total				<u>\$1,295.39</u>

EXPLANATION

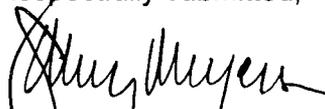
This request is made retroactively because Ms. McCoole was due compensation in State Fiscal Year 2016 that was not paid. The administrative error was not discovered until State Fiscal Year 2017. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Ms. McCoolle was due to receive a promotion to Mental Health Worker II on July 19, 2015. Through administrative error her promotion was not processed and she is due pay from July 19, 2015 through June 9, 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. McCoolle.

Respectfully submitted,



Jeffrey A Meyers
Commissioner