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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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March 7, 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) 2016 funds to Joanne Cleary, Family Services Specialist I, Division of Family Assistance in the amount of \$1,426.64. 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--45-45101011-7993 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: DIVISION OF FAMILY ASSISTANCE**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Joanne Cleary	010-500100	Personal Services-Perm. Class.	45101011	\$1,426.64
Joanne Cleary	060-500601	FICA (Permanent)	45101011	\$88.00
Joanne Cleary	060-500604	Employee Retirement (Permanent)	45101011	\$175.00
Joanne Cleary	060-500631	Medicare Coverage (Permanent)	45101011	<u>\$21.00</u>
		Total		<u>\$1,710.64</u>

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**EXPLANATION**

This request is made retroactively because Ms. Cleary 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. Cleary was due an increment on July 16, 2014 but there was no current evaluation on file. Human Resources has since received an updated performance evaluation. 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. Cleary.

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner

05-95-45-45102011-7993 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: DIVISION OF FAMILY ASSISTANCE

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Joanne Cleary	010-500100	Personal Services-Perm. Class.	45101011	\$1,426.64	
Joanne Cleary	060-500601	FICA (Permanent)	45101011	\$88.00	0.062
Joanne Cleary	060-500604	Employee Retirement (Permanent)	45101011	\$175.00	0.123
Joanne Cleary	060-500631	Medicare Coverage (Permanent)	45101011	\$21.00	0.0145
Total				\$1,710.64	