



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

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Commissioner

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October 22, 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 Sheila Young, Administrative Assistant I, New Hampshire Hospital in the amount of \$1,538.15. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2015. The funds to be paid will be sixty-six percent (66%) General Funds and thirty-four percent (34%) 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
Sheila Young	010-500100	Personal Services-Perm. Class.		\$1,538.15
Sheila Young	060-500601	FICA (Permanent)		\$95.00
Sheila Young	060-500604	Employee Retirement (Permanent)		\$189.00
Sheila Young	060-500631	Medicare Coverage (Permanent)		<u>\$22.00</u>
		Total		<u>\$1,844.15</u>

**EXPLANATION**

This request is made retroactively because Ms. Young was due compensation in State Fiscal Year 2015 that was not paid. The reclassification was not received until State Fiscal Year 2016.

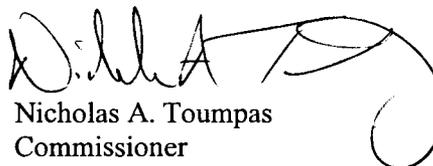
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Ms. Young received a reclassification to Administrative Assistant I effective back to December 28, 2014. Human Resources did not receive approval for this until FY 2016 was therefore was processed late and Ms. Young is due pay from December 28, 2014 through June 11, 2015. This 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. Young.

Respectfully submitted,



Nicholas A. Toumpas  
Commissioner