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

Lori A. Shibinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 23, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2023 funds to Patricia Perry, Nurse Specialist, in the amount of \$3758.25. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2021. The funds to be paid will be thirty-six percent (36%) General Funds and sixty-four percent (64%) Other Funds (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
Patricia Perry	010-500100	Personal Services-Perm. Class.	94051900	\$3758.25
Patricia Perry	060-500601	FICA (Permanent)	94051900	\$233.01
Patricia Perry	060-500604	Employee Retirement (Permanent)	94051900	\$546.07
Patricia Perry	060-500631	Medicare Coverage (Permanent)	94051900	<u>\$54.49</u>
		Total		<u>\$4591.82</u>

**EXPLANATION**

This request is made retroactively because Ms. Perry was due compensation in State Fiscal Year 2021 that was not paid. NH Hospital Senior HR Tech did not discovered this error until State Fiscal Year 2022. Once discovered, the documentation was submitted to the Bureau of Human Resources and processed in a timely manner. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Perry was due to receive a promotion to Nurse Specialist on July 6, 2020. Through administrative error her promotion was not received and she is due pay from July 6, 2020

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through May 5, 2022, in the total of \$7210.12. This request for \$3758.25 is the portion of the retroactive payment from July 6, 2020 through June 30, 2021, as the remainder of the payment was paid June 17, 2022 through payroll using 2022 fiscal year's funds, and did not require G&C approval. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Perry.

Respectfully submitted,



Lori A. Shibinette  
Commissioner