



State of New Hampshire

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

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LINDA M. HODGDON
Commissioner
(603) 271-3201

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

February 7, 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 a **retroactive** one-time payment using State Fiscal Year (SYF) 2014 funds in the amount of \$3,812.65 to Kevin Lacross, Bureau of General Services, for the period of November 28, 2010 through June 30, 2013. This payment is to compensate the employee for wages that were not paid for SFY 2011, 2012 and 2013. **100% General Funds.**

Funds are available in the account Department of Administrative Services, Bureau of Plant and Property, General Services Maintenance and Grounds.

Period of Impact: November 28, 2010 – June 30, 2013.

Employee Name	Account	Salary, Class 010 500100	Benefits, Class 060 500601	Total
Kevin Lacross	01-14-14-141510- 29500000	\$3,177.21	\$635.44	\$3,812.65

EXPLANATION

Mr. Lacross was due to receive yearly increments on November 28th each year since 2010. Through a series of oversights and administrative errors his increments were not processed and he is due retroactive pay from November 28, 2010 through June 30, 2013. This error was just recently brought to our attention. Administrative processes have been reviewed and adjusted so that oversights of this nature will be eliminated. Approval of this Request will rectify the error thereby reimbursing Mr. Lacross for monies due him.

Respectfully submitted,

Linda M. Hodgdon
Commissioner