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

Nicholas A. Toumpas
 Commissioner
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February 20, 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) 2015 funds to Radi Roberge, Case Technician I, Division of Child Support Services in the amount of \$974.99. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2014. The funds to be paid will be (66%) Federal Funds, (29.38%) General Funds and (4.62%) Other Funds. Funds are available in the following accounts as follows:

05-95-42-427010-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
HHS: HUMAN SERVICES, CHILD SUPPORT SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount
Radi Roberge	010-500100	Personal Services-Perm. Class.	42701000	\$974.99
Radi Roberge	060-500601	FICA (Permanent)	42701000	\$60.00
Radi Roberge	060-500604	Employee Retirement (Permanent)	42701000	\$120.00
Radi Roberge	060-500631	Medicare Coverage (Permanent)	42701000	<u>\$14.00</u>
Total				<u><u>\$1,168.99</u></u>

EXPLANATION

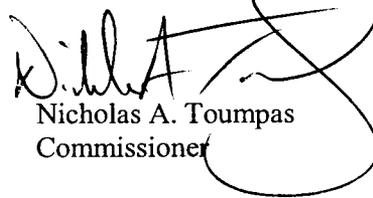
This request is made retroactively because Ms. Roberge was due compensation in State Fiscal Year 2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2015. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Roberge was due to receive an increment on November 2, 2013. Through administrative error her increment was not processed and she is due pay from November 2, 2013 through June 12, 2014. This error was

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
February 18, 2015
Page 2

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. Roberge.

Respectfully submitted,



Nicholas A. Toumpas
Commissioner

05-95-42-427010-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
HHS: HUMAN SERVICES, CHILD SUPPORT SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Radi Roberge	010-500100	Personal Services-Perm. Class.	42701000	\$974.99	
Radi Roberge	060-500601	FICA (Permanent)	42701000	\$60.00	0.062
Radi Roberge	060-500604	Employee Retirement (Permanent)	42701000	\$120.00	0.123
Radi Roberge	060-500631	Medicare Coverage (Permanent)	42701000	\$14.00	0.0145
Total				<u>\$1,168.99</u>	