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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
Commissioner

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October 30, 2017

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, Bureau of Human Resource Management to make a **retroactive**, one-time payment from State Fiscal Year (SFY) 2018 funds to Andrew Robertson, Registered Nurse II, at New Hampshire Hospital in the amount of \$1,249.36. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2017. The funds to be paid will be thirty-four percent (34%) General Funds, twenty percent (20%) Federal and forty-six percent (46%) agency income (provider fees). Funds are available in the following accounts 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
Andrew Robertson	010-500100	Personal Services-Perm. Class.	94061000	\$1,249.36
Andrew Robertson	060-500601	FICA (Permanent)	94061000	\$77.00
Andrew Robertson	060-500604	Employee Retirement (Permanent)	94061000	\$152.00
Andrew Robertson	060-500631	Medicare Coverage (Permanent)	94061000	\$18.00
Total				<u>\$1,496.36</u>

EXPLANATION

This request is made retroactively because Mr. Robertson was due compensation in State Fiscal Year 2017 that was not paid. The administrative error was not discovered until State Fiscal Year 2018. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Mr. Robertson was due to receive a promotion to Registered Nurse II on January 22, 2017. Through administrative error his promotion was not processed and he is due pay from January 22, 2017 through June 8, 2017. 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 Mr. Robertson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeffrey A. Meyers". The signature is written in a cursive style with a large initial "J".

Jeffrey A Meyers
Commissioner