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

Lori A. Weaver
Interim Commissioner

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February 7, 2023

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 Ester Matillano, Registered Nurse III, at New Hampshire Hospital in the amount of \$1,255.19. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2022. Effective upon Governor and Executive Council approval. The funds to be paid will be forty percent (40%) General Funds, and sixty percent (60%) agency income (provider fees). Funds are available in the following account as follows:

Effective upon Governor and Executive Council approval **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
Ester Matillano	010-500100	Personal Services-Perm. Class.	94051900	\$1,027.33
Ester Matillano	060-500601	FICA (Permanent)	94051900	\$63.69
Ester Matillano	060-500604	Employee Retirement (Permanent)	94051900	\$149.27
Ester Matillano	060-500631	Medicare Coverage (Permanent)	94051900	\$14.90
			Total	<u>\$1,255.19</u>

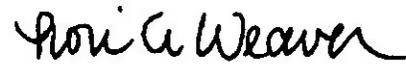
EXPLANATION

This request is made **retroactively** because Ms. Matillano was due compensation in State Fiscal Year 2022 that was not paid. The administrative error was not discovered until the end of State Fiscal Year 2022. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Ms. Matillano was due to receive compensation for her shift change from 1st to 2nd shift 02/21/22. Ms. Matillano is due shift pay from February 21, 2022 through May 19, 2022. 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 Ms. Matillano.

Respectfully submitted,



Lori A. Weaver
Interim Commissioner