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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Charles M. Arlinghaus
Commissioner

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Assistant Commissioner

May 19, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS), Division of Procurement & Support Services, to make a one-time **retroactive** expenditure from Fiscal Year 2025 appropriations consisting of a payment in the amount of $1,178.96 to DAS employee Carrie Martin (EE 145601) for work performed at the incorrect hourly rate for the period of January 26, 2024, through June 13, 2024 and associated state-paid payroll benefits and taxes of $255.93, effective upon Governor and Council approval. Funding source: 98% General Funds and 2% Agency Income.

Funds are available in account Purchasing Administration as follows:

01-14-14-141710-51140000

Class/Account	Class Title	Total
010-500100	Personal Service Perm	$1,178.96
060-500601	FICA (Perm)	73.10
060-500604	Employee's Retirement (Perm)	163.29
060-500624	PFL Ins Benefit	2.44
060-500631	Medicare (Perm)	17.10
	Total	$1,434.89

EXPLANATION

As of January 26, 2024, upon the adoption of the Standard Occupational Classification (SOC) system and associated wage schedules, Ms. Martin was found to have fulfilled the required wait time and should have received an increment. Despite thorough auditing of SOC-related wage data, this increment was missed; therefore, her rate of pay was not correct from January 26, 2024 through June 13, 2024.

When the oversight was discovered, the DAS Payroll and Human Resources office worked with the Division of Personnel to correct Ms. Martino's employment record. However, in order to make the employee whole for the missed increment that she should have received on January 26, 2024, DAS requires **retroactive** approval from the Governor and Executive Council to pay the expenditures related to the previous fiscal year for Ms. Martin totaling $1,434.89.

For the aforementioned reasons, DAS requests approval of this item.

Respectfully Submitted,

Charles M. Arlinghaus
Commissioner