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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

July 7, 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 Accounting Services, to make a one-time **retroactive** expenditure from Fiscal Year 2026 appropriations consisting of a payment in the amount of \$2,527.75 to DAS employee Christopher Brantley (EE 113204) for work performed at the incorrect hourly rate for the period of November 28, 2024, through June 12, 2025, and associated state-paid payroll benefits and taxes of \$548.69, effective upon Governor and Council approval. Funding source: 100% General Funds.

Funds are available in account Division of Accounting Services as follows:

01-14-14-140510-13100000 BUREAU OF ACCOUNTING

<u>Class/Account</u>	<u>Class Title</u>	<u>Total</u>
010-500100	Personal Service Perm	\$2,527.75
060-500601	FICA (Perm)	\$156.72
060-500604	Employee's Retirement (Perm)	\$350.09
060-500624	PFL Ins Benefit	\$5.23
060-500631	Medicare (Perm)	\$36.65
	Total	<u>\$3,076.44</u>

EXPLANATION

Due to the January 26, 2024 adoption of the Standard Occupational Classification (SOC) system and associated wage schedules, Mr. Brantley was found to have fulfilled the required wait time and should have received an increment effective November 28, 2024. Despite thorough auditing of SOC-related wage data, this increment was missed; therefore, his rate of pay was not correct from November 28, 2024, through June 12, 2025.

When the oversight was discovered, the DAS Payroll and Human Resources office worked with the Division of Personnel to correct Mr. Brantley's employment record. However, in order to make the employee whole for the missed increment that he should have received on November 28, 2024, DAS requires **retroactive** approval from the Governor and Executive Council to pay the expenditures related to the previous fiscal year for Mr. Brantley totaling \$3,076.44.

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'C. Arlinghaus', written in a cursive style.

Charles M. Arlinghaus
Commissioner