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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

September 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 Enterprise Applications Management to make a one-time **retroactive** expenditure from Fiscal Year 2026 appropriations consisting of a payment in the amount of $2,115.94 to DAS employee Andrew Allen (employee number 145537) for work performed at the incorrect hourly rate for the period of September 23, 2024 through June 26, 2025 and associated state-paid payroll benefits and taxes of $459.31, effective upon Governor and Council approval. Funding source: 100% General Funds.

Funds are available in account Enterprise App Management-FDM as follows:

01-14-14-142010-13700000

Class/Account	Class Title	Total
010-500100	Personal Service Perm	$2115.94
060-500601	FICA (Perm)	$131.19
060-500604	Employee's Retirement (Perm)	$293.06
060-500624	PFL Ins Benefit	$4.38
060-500631	Medicare (Perm)	$30.68
	Total	$2,575.25

EXPLANATION

This employee was hired in 2022 in a career path – a recruitment technique that allows the State to recruit skilled employees with less experience and develop them. The employee makes less for a period of time and then, if work performance is satisfactory, is moved to the correct labor grade. This is a very helpful program but requires manual intervention in the system. In a career path, the employee should be granted both kinds of "increments" – the career path and the regular collectively bargained increment. In 2024, a one-step increase was not processed. That error was discovered in a comprehensive audit of all positions and transactions.

When the oversight was discovered, we worked to correct Mr. Allen's employment record. This item covers that portion of his pay retroactive to September 23, 2024 through the pay period ending June 26, 2025, the date of the missed increment totaling $2.575.25. Payments for the prior fiscal year require Governor and Council approval.

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

Respectfully Submitted,

Charles M. Arlinghaus
Commissioner