



# New Hampshire Veterans Home

139 Winter Street  
Tilton, NH 03276



Margaret D. LaBrecque  
Commandant

Telephone: (603) 527-4400  
Fax : (603) 527-4402

February 10, 2014

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council  
State House  
Concord NH 03301

### REQUESTED ACTION

Authorize the New Hampshire Veterans Home to retroactively pay Kayla Jameson, Licensed Nursing Assistant II, \$ 3,054.20 for prior year second shift differential wages with current fiscal years funds that were not processed from September 24, 2010 to June 28, 2013 inclusive of holiday pay. 33% Federal Funds 34% Other Funds 33% General Funds.

Funds are available in account titled, 05-43-43-430010-5359, NH Veterans Home, Professional Services as follows:

010-500100 Regular Personal Services	\$ 2,695.41
019-500105 Regular Holiday Pay	\$ 115.20
018-500106 Overtime Pay	\$ 26.55
060-500602 Benefits (Perm.)	\$ 217.04
Total	\$ 3,054.20

### EXPLANATION

This shift differential was missed due to an Administrative oversight. This employee's shift differential was not paid because the employee did not realize that she was due a differential nor the staff in the Payroll Office.

Once discovered we calculated wages owed, received Division of Personnel and Bureau of Accounts approval and immediately began paying her correctly. We now request Governor and Council approval to pay for the prior fiscal year.

Respectfully Submitted,

Margaret D. LaBrecque  
Commandant

**Margaret D LaBrecque**

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**From:** Michelle Bean [michelle.bean@nhvh.nh.gov]  
**Sent:** Thursday, February 20, 2014 10:40 AM  
**To:** 'Margaret D LaBrecque'  
**Subject:** FW: Two Back Pay Requests For Approval  
**Importance:** High  
**Attachments:** Jameson, Kayla Retro Pay.xls; Jameson, Debra (career step increment).xls  
Sorry, I thought I'd sent them off. Here you go! Thank you!

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**From:** Alice Leeming [mailto:alice.leeming@nhvh.nh.gov]  
**Sent:** Wednesday, February 19, 2014 9:32 AM  
**To:** 'Michelle Bean'  
**Subject:** FW: Two Back Pay Requests For Approval  
**Importance:** High

Here's the approval.

Director of Human Resources  
New Hampshire Veterans Home  
139 Winter Street  
Tilton, NH 03276  
(603) 527-4405

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**From:** Willingham, Sara J. [mailto:Sara.Willingham@NH.Gov]  
**Sent:** Wednesday, February 19, 2014 9:15 AM  
**To:** Leeming, Alice  
**Subject:** FW: Two Back Pay Requests For Approval  
**Importance:** High

I will approve the processing of both of the attached retroactive requests for payment.

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**From:** Leeming, Alice  
**Sent:** Wednesday, February 19, 2014 8:50 AM  
**To:** Willingham, Sara J.  
**Subject:** FW: Two Back Pay Requests For Approval  
**Importance:** High

Hi Sara,  
Attached please find the spread sheets for 2 employees at NH VH who are due retroactive pay. The first one, Kayla Jameson was hired into the wrong shift back in 2010 and was not caught until just recently. The second one, Debra Jameson, was due an increment that had been keyed in just before the transition to Rich client and did not carry over to the new system.  
See additional detail below.  
Thank you and please contact me if you need additional information.

Alice Leeming

Director of Human Resources

New Hampshire Veterans Home

139 Winter Street

Tilton, NH 03276

(603) 527-4405

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**From:** Michelle Bean [mailto:michelle.bean@nhvh.nh.gov]

**Sent:** Tuesday, February 11, 2014 1:31 PM

**To:** 'Alice Leeming'

**Subject:** Two Back Pay Requests For Approval From DOP

**Importance:** High

Hi Alice, attached are the final two spreadsheets for approval for back pay for Kayla Jameson and Debra Jameson. Kayla Jameson was supposed to be set up on 2<sup>nd</sup> shift when she was hired back on 9/24/10. She is owed a total of \$3,289.79. The FY13 amount owed that needs to go to G & C is \$2,837.16.

Debra Jameson's promo "fell off the bridge" during the transition from GHRS to Lawson. She was promoted to an LNA II on 2/8/13, the day Rich Client went "live" but it had been keyed and approved in GHRS back at the end of January 2013. She is owed a total of \$2080.53. The FY13 amount owed that needs to go to G & C is \$732.96.

Please request approval to pay these individuals the back pay so Peggy can bring it forward to G & C and get these finalized. Thank you so much!

Michelle ☺

02/20/2014