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# New Hampshire Veterans Home

139 Winter Street  
Tilton, NH 03276



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Commandant

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October 1, 2015

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 Meghan O'Connor, Registered Nurse II, \$ 2,169.09 for prior year incremental wages with current fiscal years funds that were not processed from May 30, 2014 to July 23, 2015.  
33% Federal Funds 34% Other Funds 33% General Funds.

Funds are available in account titled, 05-00043-043-430010-5359, NH Veterans Home, Professional Services as follows:

010-500100 Regular Personal Services	\$ 1,944.78
019-500105 Regular Holiday Pay	\$ 70.17
060-500602 Benefits (Perm.)	\$ 154.14
Total	<u>\$ 2,169.09</u>

## EXPLANATION

This increment was missed due to an Administrative oversight. This employee's incremental raise was due because of a promotion from RNI to RNII was not processed when due in May of 2014 and was not noticed by the employee herself nor other staff in the Payroll Office. Our current Payroll Officer was performing an audit of all staff members increment due dates when it was discovered she had not been promoted. We have added additional procedures to prevent this from reoccurring in the future.

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

Respectfully Submitted,

Margaret D. LaBrecque  
Commandant