

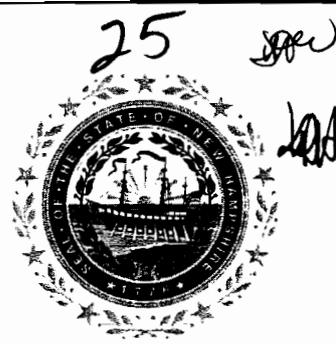


**New Hampshire
Employment
Security**

www.nhes.nh.gov

"We're working to keep New Hampshire working"

ADMINISTRATIVE OFFICE
32 SOUTH MAIN STREET
CONCORD, NH 03301-4857



July 30, 2013

GEORGE N. COPADIS, COMMISSIONER

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

Retroactive

REQUESTED ACTION

To authorize New Hampshire Employment Security (NHES) to make a retroactive payment in the amount of \$1,546.43 to Donna Collinsworth, Interviewer I, LG 16, step 6 for a step increment which was not processed in SFY2011 in error. 100% Federal funds.

Funding is available in account titled, Employment Security, as follows:

						<u>SFY 2014</u>
10	-	027	80400000	- 010	- 500100	Personal Services \$1,546.43
10	-	027	80400000	- 060	- 500601	FICA \$ 95.88
10	-	027	80400000	- 060	- 500631	Medicare \$ 22.42
10	-	027	80400000	- 060	- 500604	Retirement \$ 155.88

EXPLANATION

NHES is requesting approval to pay a full-time employee her back pay for a missed step increment (step 7), which was due to her on October 29, 2010. The error in not processing the increment was due to an administrative error. A review of the file uncovered the oversight, and NHES is seeking approval to compensate the employee accordingly. Increments are a manual process which is under review to avoid these types of errors in the future.

A copy of the Division of Personnel's email approval is attached to this request.

Respectfully submitted,

George N. Copadis
Commissioner

Bedard, Ann

From: Hutchins, Karen D
Sent: Friday, July 26, 2013 8:16 AM
To: Caldwell, Penny
Cc: Burke, Candy J; Bedard, Ann; Peterson, Kristin
Subject: RE: Donna Collinsworth

Yes, your request is approved.

Karen Hutchins

Karen D. Hutchins
Director of Personnel
25 Capitol Street
Concord, NH 03301
Phone - (603) 271-3261
Fax - (603) 271-1422

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PLEASE NOTE: Effective as of July 1, 2013, our new address is 28 School Street, Concord, NII 03301

From: Caldwell, Penny
Sent: Thursday, July 25, 2013 4:42 PM
To: Hutchins, Karen D
Cc: Burke, Candy J; Bedard, Ann; Peterson, Kristin
Subject: Donna Collinsworth

Good Afternoon Karen,

It was just discovered by your staff that our retro pay for Donna Collinsworth was calculated incorrectly. As you can see from the print screen below, my staff used the GHRS screen to determine how far back to go. However, Candy called me this afternoon to say that there a screen before this in GHRS that should have been used, which indicated the increment date should have been 2010 not 2011.

I wanted to explain how the error occurred and why our July 10, 2013 Governor & Council amounts are incorrect and infact we owe her more. At this time, we are requesting your approval to correct the error, prepare a new G&C request in order to make the employee whole.

I apologize for the error and the inconvenience and want to thank you for your time and assistance.

7/30/2013