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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 Nicole Parenteau, Licensed Nursing Assistant III, \$ 3,307.01 for prior year second shift differential wages with current fiscal years funds that were not processed from July 30, 2010 to August 22, 2013. 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	\$ 3,072.00
060-500602 Benefits (Perm.)	\$ 235.01
Total	\$ 3,307.01

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. This error was recognized with the implementation of the new Lawson system.

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

From: Michelle Bean [michelle.bean@nhvh.nh.gov]
Sent: Thursday, February 20, 2014 9:56 AM
To: 'Margaret D LaBrecque'
Subject: FW: Nicole Parenteau - Missing 2nd Shift Differential
Importance: High
Attachments: Parenteau, Nicole Second Shift Differential Missing Sept 2013.xls
Here's the approval for Nicole Parenteau!

From: Alice Leeming [mailto:alice.leeming@nhvh.nh.gov]
Sent: Thursday, February 20, 2014 9:04 AM
To: 'Michelle Bean'
Subject: FW: Nicole Parenteau - Missing 2nd Shift Differential
Importance: High

Director of Human Resources

New Hampshire Veterans Home

139 Winter Street

Tilton, NH 03276

(603) 527-4405

From: Willingham, Sara J. [mailto:Sara.Willingham@NH.Gov]
Sent: Wednesday, February 19, 2014 5:07 PM
To: Leeming, Alice
Subject: FW: Nicole Parenteau - Missing 2nd Shift Differential
Importance: High

I will approve your request to process this retroactive payment, pending approval by the Governor and Council.

From: Leeming, Alice
Sent: Wednesday, February 19, 2014 9:32 AM
To: Willingham, Sara J.
Subject: FW: Nicole Parenteau - Missing 2nd Shift Differential
Importance: High

Hi Sara,
This is my last request (today) for approval for retroactive pay. Please see explanation below. The employee, Nicole Parenteau was never assigned to the 2nd shift when she was hired on 7/30/10.
Thank you for your assistance on this and the previous requests.
Alice Leeming

02/20/2014