



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

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(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

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

Sent: Tuesday, February 11, 2014 1:00 PM

To: 'Alice Leeming'

Subject: FW: Nicole Parenteau - Missing 2nd Shift Differential

Importance: High

Alice, in reviewing my emails, it doesn't look like this was ever approved by DOP back in September. If so, I can't seem to find a copy of the email approving it. Peggy is ready to prepare the G & C for back pay for those four employees and she need copies of the DOP approvals to put in her package to G & C. Can you please check to see if you find any approval on this one? Thanks so much!

Michelle ☺

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

Sent: Wednesday, September 25, 2013 3:59 PM

To: 'Alice Leeming'

Cc: 'Melissa Milione'

Subject: Nicole Parenteau - Missing 2nd Shift Differential

Importance: High

Hi Alice, This employee was hired full time back on 7/30/10 and I take full responsibility for the fact that I did not realize that she was hired as a 2nd shift employee. I never set her up as 2nd shift and when I processed her increment back at the end of July I realized it. The attached spreadsheet is a little different from the others since the discrepancy is 60 cents per hour for hours worked since July 30, 2010. It's pretty self-explanatory but if you need more explanation, I would be happy to provide it to you. This employee has not clue she has never received the differential. Once this is approved, I will be able to pay her only the FY14 monies and we will have to go to G & C for the rest! My apologies for the oversight!

Michelle ☺

PS. The good news is that I only have one left to do and it's the housekeeping position. That is my next project!

02/20/2014