



GEORGE N. COPADIS, COMMISSIONER

June 20, 2013

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

*100% Federal  
 Retroactive*

**Requested Action**

To authorize New Hampshire Employment Security (NHES) to make a retroactive payment to Donna Collinsworth, Interviewer I, LG 16, step 6 for a step increment which was not processed in SFY2012 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	\$1,036.88
10	-	027	80400000	-060	- 500601	FICA	\$ 64.28
10	-	027	80400000	-060	- 500631	Medicare	\$ 15.03
10	-	027	80400000	-060	- 500604	Retirement	\$ 104.52

**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, 2011. 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

## Revels, Jill

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**From:** Caldwell, Penny  
**Sent:** Thursday, June 20, 2013 10:50 AM  
**To:** Revels, Jill  
**Cc:** Bedard, Ann  
**Subject:** DOP Approval for Donna

From: Hutchins, Karen D  
Sent: Wednesday, June 19, 2013 12:10 PM  
To: Caldwell, Penny  
Subject: RE: Missed Increment

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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From: Caldwell, Penny  
Sent: Wednesday, June 19, 2013 12:02 PM  
To: Hutchins, Karen D  
Subject: Missed Increment

Good Morning Ms. Hutchins,

It was discovered that NHES has an employee, Donna Collinworth, who was due a step increment from a LG 16, Step 6 to a LG 16, to a Step 7 on October 29, 2011.

Due to the age of this error and amount, I am seeking DOP approval, to prepare a G&C request to have the employee's retro pay approved.

NHES has a manual process, which is now under review, to hopefully avoid/eliminate this from happening in the future.

Thank you for your consideration with this request.

Penny L. Caldwell  
Human Resources Administrator  
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