



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 Kayla Jameson, Licensed Nursing Assistant II, \$ 3,054.20 for prior year second shift differential wages with current fiscal years funds that were not processed from September 24, 2010 to June 28, 2013 inclusive of holiday pay. 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	\$ 2,695.41
019-500105 Regular Holiday Pay	\$ 115.20
018-500106 Overtime Pay	\$ 26.55
060-500602 Benefits (Perm.)	\$ 217.04
Total	\$ 3,054.20

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.

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 10:40 AM
To: 'Margaret D LaBrecque'
Subject: FW: Two Back Pay Requests For Approval
Importance: High
Attachments: Jameson, Kayla Retro Pay.xls; Jameson, Debra (career step increment).xls
Sorry, I thought I'd sent them off. Here you go! Thank you!

From: Alice Leeming [mailto:alice.leeming@nhvh.nh.gov]
Sent: Wednesday, February 19, 2014 9:32 AM
To: 'Michelle Bean'
Subject: FW: Two Back Pay Requests For Approval
Importance: High

Here's the approval.

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 9:15 AM
To: Leeming, Alice
Subject: FW: Two Back Pay Requests For Approval
Importance: High

I will approve the processing of both of the attached retroactive requests for payment.

From: Leeming, Alice
Sent: Wednesday, February 19, 2014 8:50 AM
To: Willingham, Sara J.
Subject: FW: Two Back Pay Requests For Approval
Importance: High

Hi Sara,
Attached please find the spread sheets for 2 employees at NH VH who are due retroactive pay. The first one, Kayla Jameson was hired into the wrong shift back in 2010 and was not caught until just recently. The second one, Debra Jameson, was due an increment that had been keyed in just before the transition to Rich client and did not carry over to the new system.
See additional detail below.
Thank you and please contact me if you need additional information.

02/20/2014