



New Hampshire Department of
**BUSINESS AND
 ECONOMIC AFFAIRS**

APR15'20 PM 2:14 DAS



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February 14, 2020

His Excellency, Governor Christopher T. Sununu
 and the Honorable Executive Council
 State House
 Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs to make a **RETROACTIVE** one-time payment from FY2020 funds to Amy O. Bassett, Former Acting Director, Division of Travel and Tourism Development, in the amount of \$3,518.23. This payment is to compensate the employee for wages that were not paid during FY2019, for the period of April 5, 2019 through June 30, 2019. 100% General Funds

Funding is available as follows:

03-22-22-221010-20130000 Economic Development Admin		
Class/Object	Class Title	Amount
010-500100	Regular Officers and Employees	\$ 2,936.75
060-500601	FICA (Permanent)	\$ 182.08
060-500631	Medicare Coverage (Permanent)	\$ 42.58
060-500604	Retirement	\$ 356.82
Total:		\$ 3,518.23

EXPLANATION

The Department seeks retroactive approval of this request because Ms. Bassett was due compensation in FY2019 that was not paid. In May 2019, Ms. Bassett was retroactively appointed as Acting Director of the Division of Travel and Tourism Development effective April 5, 2019. Due to an administrative oversight, the retroactive wages were not processed in FY2019. Approval of this request will rectify the error thereby allowing payment of overdue wages.

Sincerely,

Taylor Caswell
 Commissioner

Denoncourt, Hilary

From: Lydick, Joanne (Mottola)
Sent: Tuesday, April 14, 2020 7:30 AM
To: Denoncourt, Hilary
Cc: Rudis, Lorrie; Caswell, Taylor
Subject: RE: Retro wage request

Hi Hilary,

Yes its approved by DOP.

Thanks
Joanne

From: Denoncourt, Hilary <Hilary.E.Denoncourt@livefree.nh.gov>
Sent: Tuesday, April 14, 2020 6:47 AM
To: Lydick, Joanne (Mottola) <Joanne.L.Lydick@das.nh.gov>
Cc: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>; Caswell, Taylor <Taylor.Caswell@livefree.nh.gov>
Subject: RE: Retro wage request
Importance: High

I am following up on my question from last week. I really want to get this approval over to DAS to make the next G&C deadline. I had been hoping to have this request approved at the first G&C in March.
Please let me know what you need, if anything, to proceed.
Thank you,
Hilary

From: Denoncourt, Hilary
Sent: Wednesday, April 8, 2020 3:10 PM
To: Lydick, Joanne (Mottola) <Joanne.L.Lydick@das.nh.gov>
Cc: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>
Subject: RE: Retro wage request

No, do you need the transaction in the system before we go to G&C? Our Business Supervisor said you just needed to approve the attachment to include with the G&C request.

From: Lydick, Joanne (Mottola) <Joanne.L.Lydick@das.nh.gov>
Sent: Wednesday, April 8, 2020 2:10 PM
To: Denoncourt, Hilary <Hilary.E.Denoncourt@livefree.nh.gov>
Cc: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>
Subject: RE: Retro wage request

Hi Hilary,

Did we do the transactions in NH first yet?

Thanks
Joanne

From: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>
Sent: Wednesday, April 8, 2020 2:09 PM
To: Lydick, Joanne (Mottola) <Joanne.L.Lydick@das.nh.gov>
Cc: Denoncourt, Hilary <Hilary.E.Denoncourt@livefree.nh.gov>
Subject: FW: Retro wage request

Can you scroll down and the paper work looks good, she has my approval

From: Denoncourt, Hilary <Hilary.E.Denoncourt@livefree.nh.gov>
Sent: Wednesday, April 8, 2020 10:33 AM
To: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>; Moranti, Michael <Michael.J.Moranti@das.nh.gov>
Cc: Rennie, Ashley <Ashley.P.Rennie@livefree.nh.gov>; Caswell, Taylor <Taylor.Caswell@livefree.nh.gov>
Subject: RE: Retro wage request

Hi there,
Following up on this request again.
Thank you!
Hilary

From: Denoncourt, Hilary
Sent: Wednesday, April 1, 2020 3:10 PM
To: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>; Moranti, Michael <Michael.J.Moranti@das.nh.gov>
Cc: Rennie, Ashley <Ashley.P.Rennie@livefree.nh.gov>; Caswell, Taylor <Taylor.Caswell@livefree.nh.gov>
Subject: RE: Retro wage request

Appreciate it! Thank you!!

From: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>
Sent: Wednesday, April 1, 2020 1:03 PM
To: Denoncourt, Hilary <Hilary.E.Denoncourt@livefree.nh.gov>; Moranti, Michael <Michael.J.Moranti@das.nh.gov>
Cc: Rennie, Ashley <Ashley.P.Rennie@livefree.nh.gov>; Caswell, Taylor <Taylor.Caswell@livefree.nh.gov>
Subject: RE: Retro wage request

I will have Joanne review the paperwork and if everything is in order, I approve. Sorry for the delay, I thought I already responded.

From: Denoncourt, Hilary <Hilary.E.Denoncourt@livefree.nh.gov>
Sent: Wednesday, April 1, 2020 11:53 AM
To: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>
Cc: Rennie, Ashley <Ashley.P.Rennie@livefree.nh.gov>; Caswell, Taylor <Taylor.Caswell@livefree.nh.gov>
Subject: RE: Retro wage request
Importance: High

Hi Lorrie,
I am following up on the attached request. I know things have been really crazy for state agencies and DOP has not been immune to that. Is there someone else I could forward this to for approval? I'd really like to get this employee made whole and we've now also missed the April deadline. This will push her payment off until May.
Thank you so much!
Hilary

From: Denoncourt, Hilary
Sent: Thursday, March 5, 2020 2:46 PM
To: Rudis, Lorrie <Lorrie.Rudis@das.nh.gov>

Cc: Rennie, Ashley <Ashley.Rennie@livefree.nh.gov>

Subject: FW: Retro wage request

Importance: High

Hi there,

I am following up on the attached request. We missed last week's deadline, and I would really like to make the deadline for this coming Wednesday. I'd be happy to chat if you have any questions.

Many thanks,

Hilary

From: Denoncourt, Hilary

Sent: Wednesday, February 26, 2020 3:13 PM

To: Rudis, Lorrie <Lorrie.Rudis@das.nh.gov>

Cc: Rennie, Ashley <Ashley.Rennie@livefree.nh.gov>

Subject: FW: Retro wage request

Good afternoon,

Just following up on this request. I hate to bother you, but we were hoping to meet the deadline for the first March G&C meeting.

Many thanks,

Hilary

From: Denoncourt, Hilary

Sent: Thursday, February 20, 2020 1:25 PM

To: Rudis, Lorrie <Lorrie.Rudis@das.nh.gov>

Cc: Rennie, Ashley <Ashley.Rennie@livefree.nh.gov>

Subject: Retro wage request

Good afternoon –

Attached please find a request to pay retroactive wages due to an employee.

Should you have any questions, please do not hesitate to reach out to me.

Best,

Hilary

Hilary Denoncourt

Finance and Business Operations

Office of the Commissioner

Department of Business and Economic Affairs

State of New Hampshire

P: 603-271-2665

visithn.gov // Facebook and Twitter: VisitNH

nheconomy.com // Facebook and Twitter: NHEconomy



LIVE FREE

CO	EE	Name	FC	PC	AMT	DATE
Company	Employee ID	Last Name	Always "A"	Pay Code	Amount	Event Date
10	8755	BASSETT	A	RGA	\$57.97	04/05/2019
10	8755	BASSETT	A	RGA	\$57.97	04/08/2019
10	8755	BASSETT	A	RGA	\$57.97	04/09/2019
10	8755	BASSETT	A	RGA	\$57.97	04/10/2019
10	8755	BASSETT	A	RGA	\$57.97	04/11/2019
10	8755	BASSETT	A	RGA	\$57.97	04/12/2019
10	8755	BASSETT	A	RGA	\$57.97	04/15/2019
10	8755	BASSETT	A	RGA	\$57.97	04/16/2019
10	8755	BASSETT	A	RGA	\$57.97	04/17/2019
10	8755	BASSETT	A	RGA	\$57.97	04/18/2019
10	8755	BASSETT	A	RGA	\$57.97	04/19/2019
10	8755	BASSETT	A	RGA	\$57.97	04/22/2019
10	8755	BASSETT	A	RGA	\$57.97	04/23/2019
10	8755	BASSETT	A	RGA	\$57.97	04/24/2019
10	8755	BASSETT	A	416	\$57.97	04/25/2019
10	8755	BASSETT	A	400	\$57.97	04/26/2019
10	8755	BASSETT	A	400	\$57.97	04/29/2019
10	8755	BASSETT	A	400	\$57.97	04/30/2019
10	8755	BASSETT	A	400	\$57.97	05/01/2019
10	8755	BASSETT	A	400	\$57.97	05/02/2019
10	8755	BASSETT	A	400	\$43.35	05/03/2019
10	8755	BASSETT	A	400	\$43.35	05/06/2019
10	8755	BASSETT	A	400	\$43.35	05/07/2019
10	8755	BASSETT	A	425	\$43.35	05/08/2019
10	8755	BASSETT	A	RGA	\$43.35	05/09/2019
10	8755	BASSETT	A	RGA	\$43.35	05/10/2019
10	8755	BASSETT	A	RGA	\$43.35	05/13/2019
10	8755	BASSETT	A	RGA	\$43.35	05/14/2019
10	8755	BASSETT	A	RGA	\$43.35	05/15/2019
10	8755	BASSETT	A	RGA	\$43.35	05/16/2019
10	8755	BASSETT	A	RGA	\$43.35	05/17/2019
10	8755	BASSETT	A	RGA	\$43.35	05/20/2019
10	8755	BASSETT	A	RGA	\$43.35	05/21/2019
10	8755	BASSETT	A	RGA	\$43.35	05/22/2019
10	8755	BASSETT	A	RGA	\$43.35	05/23/2019
10	8755	BASSETT	A	155	\$43.35	05/24/2019
10	8755	BASSETT	A	RGA	\$43.35	05/27/2019
10	8755	BASSETT	A	RGA	\$43.35	05/28/2019
10	8755	BASSETT	A	RGA	\$43.35	05/29/2019
10	8755	BASSETT	A	RGA	\$43.35	05/30/2019
10	8755	BASSETT	A	RGA	\$43.35	05/31/2019
10	8755	BASSETT	A	RGA	\$43.35	06/03/2019
10	8755	BASSETT	A	RGA	\$43.35	06/04/2019
10	8755	BASSETT	A	RGA	\$43.35	06/05/2019
10	8755	BASSETT	A	RGA	\$43.35	06/06/2019

10	8755 BASSETT	A	RGA	\$43.35	06/07/2019
10	8755 BASSETT	A	RGA	\$43.35	06/10/2019
10	8755 BASSETT	A	RGA	\$43.35	06/11/2019
10	8755 BASSETT	A	RGA	\$43.35	06/12/2019
10	8755 BASSETT	A	RGA	\$43.35	06/13/2019
10	8755 BASSETT	A	RGA	\$43.35	06/14/2019
10	8755 BASSETT	A	RGA	\$43.35	06/17/2019
10	8755 BASSETT	A	RGA	\$43.35	06/18/2019
10	8755 BASSETT	A	RGA	\$43.35	06/19/2019
10	8755 BASSETT	A	400	\$43.35	06/20/2019
10	8755 BASSETT	A	400	\$43.35	06/21/2019
10	8755 BASSETT	A	400	\$43.35	06/24/2019
10	8755 BASSETT	A	400	\$43.35	06/25/2019
10	8755 BASSETT	A	400	\$43.35	06/26/2019
10	8755 BASSETT	A	400	\$43.35	06/27/2019
10	8755 BASSETT	A	400	\$43.35	06/28/2019

		\$2,936.75
FICA	6.20%	\$182.08
Medi	1.45%	\$42.58
Retire	12.15%	\$356.82
		<u>\$3,518.23</u>