



# New Hampshire Veterans Home

139 Winter Street  
Tilton, NH 03276



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JB  
SJS

Margaret D. LaBrecque  
Commandant

Telephone: (603) 527-4400  
Fax : (603) 527-4402

February 11, 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 Trili Timm, Nurse Specialist, \$ 1,846.68 for prior year incremental wages with current fiscal years funds that were not processed from August 11, 2012 to June 27, 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	\$ 1,657.28
018-500106- Overtime Pay	\$ 23.67
019-500105 Regular Holiday Pay	\$ 34.50
060-500602 Benefits (Perm.)	\$ 131.23
Total	\$ 1,846.68

### EXPLANATION

This increment was missed due to an Administrative oversight. This employee's incremental raise was not processed when due in August of 2012 and was not noticed by the employee herself nor other staff in the Payroll Office. Our current Payroll Officer was performing an audit of all staff members increment due dates when it was discovered she had not been paid.

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*  
Margaret D. LaBrecque  
Commandant

## Margaret D LaBrecque

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**From:** Michelle Bean [michelle.bean@nhvh.nh.gov]  
**Sent:** Tuesday, February 11, 2014 8:28 AM  
**To:** 'Margaret D LaBrecque'  
**Subject:** FW: Request to retro promote  
**Importance:** High  
**Attachments:** Timm, Trilli (career ladder increment).xls  
Here's Trilli's spreadsheet and approval by Karen Hutchins. More to follow.....

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**From:** Alice Leeming [mailto:alice.leeming@nhvh.nh.gov]  
**Sent:** Wednesday, September 25, 2013 3:33 PM  
**To:** 'Michelle Bean'  
**Subject:** FW: Request to retro promote

Director of Human Resources

New Hampshire Veterans Home

139 Winter Street

Tilton, NH 03276

(603) 527-4405

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**From:** Hutchins, Karen D [mailto:Karen.Hutchins@nh.gov]  
**Sent:** Wednesday, September 25, 2013 2:42 PM  
**To:** Leeming, Alice  
**Subject:** FW: Request to retro promote

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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PLEASE NOTE: Effective as of July 1, 2013, our new address is 28 School Street, Concord, NH 03301

02/11/2014