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CC: Walker, Rhonda <RWalker@oepp.sc.gov>

Veldran, Katherine <KatherineVeldran@gov.sc.gov>

Pitts, Ted <TedPitts@gov.sc.gov>

Date: 3/26/2014 9:34:17 AM

Subject: New Governor's Office Employee-Beth Webb

Attachments: EDWFeb14.pdf

Beth Webb will be joining our staff on Monday, April 7 as a temporary employee. She will be making \$30 an hour and working 30 hours a week (budget 45k a year). As a temporary employee she will not gain leave, will not have benefits, and will take 2 weeks off a year. She will report to Katherine Veldran. Beth will be working in the big room sitting behind Clark Packard.

Carol, we need to have her email, computer, phones (use existing phone and number=just reassign name), etc. set-up before she starts. Her e-mail will be bethwebb@gov.sc.gov. Jason is working to purchase an IQ license for her. Also, we will need to get her business cards printed, which we need to approve before printing.

Mary, please send her an offer letter as well as schedule a time for her to come in for paperwork or mail it if she prefers that method. Also, since Veldran will need to approve her time, can someone in HR work with Veldran to show her how to approve time in SCEIS?

Parking: Beth will park in 1F 750. Can this be deducted from her paycheck?

Let me know if you have any questions.

Thanks,

Katherine

Attachment: Beth Webb Resume