

From: Lily Cogdill <LilyCogdill@scstatehouse.gov>
To: 'Garrett, Adam' <Adam.Garrett@admin.sc.gov>
Danny Varat <DannyVarat@scstatehouse.gov>
Date: 3/31/2017 10:28:28 AM
Subject: RE: Unapproved time for Anthony Alessi and Charles Campbell

Hey,

I am having difficulty finding "termination" in the drop down menu.

Lily

From: Garrett, Adam [<mailto:Adam.Garrett@admin.sc.gov>]
Sent: Friday, March 31, 2017 9:52 AM
To: Danny Varat
Cc: Lily Cogdill
Subject: RE: Unapproved time for Anthony Alessi and Charles Campbell

I just realized on that PBAR, I had New Hire selected instead of termination in the top left. You may want to update that before sending it back signed.

Thanks!

From: Danny Varat [<mailto:DannyVarat@scstatehouse.gov>]
Sent: Friday, March 31, 2017 9:51 AM
To: Garrett, Adam <Adam.Garrett@admin.sc.gov>
Cc: Lily Cogdill <LilyCogdill@scstatehouse.gov>
Subject: Re: Unapproved time for Anthony Alessi and Charles Campbell

Lily, do you have my electronic signature?

From: Garrett, Adam <Adam.Garrett@admin.sc.gov>
Sent: Friday, March 31, 2017 9:05 AM
To: Danny Varat
Cc: Lily Cogdill
Subject: RE: Unapproved time for Anthony Alessi and Charles Campbell

I went ahead and completed a PBAR for signatures. Go ahead and sign and send back at your earliest convenience. I'd make sure to have a copy for his personnel file, as well.

Thanks,
Adam

From: Danny Varat [<mailto:DannyVarat@scstatehouse.gov>]
Sent: Friday, March 31, 2017 8:45 AM
To: Garrett, Adam <Adam.Garrett@admin.sc.gov>
Cc: Lily Cogdill <LilyCogdill@scstatehouse.gov>
Subject: Re: Unapproved time for Anthony Alessi and Charles Campbell
Agreed. Today is the last day. Thanks for your help

DV

From: Garrett, Adam <Adam.Garrett@admin.sc.gov>
Sent: Friday, March 31, 2017 8:36 AM
To: Lily Cogdill

Cc: Danny Varat

Subject: RE: Unapproved time for Anthony Alessi and Charles Campbell

If we're going through the end of the month and for a full pay period, today would be the last day in the pay period to be paid on April 14th. Monday starts the next payroll period.

So, that's really up to y'all. I would think today could just be the last day and he'll be taken off of payroll effective 4/1. This means insurance would end this month for him since he won't be paid at any point in April.

Does that work? If it does, then we can do a PBAR for signatures so there will be some documentation on it and we'll get it keyed.

From: Lily Cogdill [<mailto:LilyCogdill@scstatehouse.gov>]

Sent: Thursday, March 30, 2017 5:55 PM

To: Garrett, Adam <Adam.Garrett@admin.sc.gov>

Cc: Danny Varat <DannyVarat@scstatehouse.gov>

Subject: Re: Unapproved time for Anthony Alessi and Charles Campbell

Great! I appreciate your help on this. Also, can you tell me the status of Steve Morris's termination date? Is it effective the 30th or 31st?

Lily

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On Wed, Mar 29, 2017 at 4:11 PM -0400, "Garrett, Adam" <Adam.Garrett@admin.sc.gov> wrote:

Hey,

I've got him keyed in this afternoon. His user ID won't be accessible for around 24 hours, but it should be GRA114575 when it is. He will use the last four digits of his social two times in a row to log in. So, if they were 1234 for example, he would then use 12341234 as the password. There are options to change the password on the same page as to where the MySCEmployee portal is located.

He'll want to record his hours when he works in order to get paid for them. I've got him reporting to you.

If anything changes or updates need to be made, please let me know.

Thanks,

Adam

From: Lily Cogdill [<mailto:LilyCogdill@scstatehouse.gov>]

Sent: Wednesday, March 29, 2017 10:39 AM

To: Garrett, Adam <Adam.Garrett@admin.sc.gov>

Subject: FW: Unapproved time for Anthony Alessi and Charles Campbell

Hey,

I hope this answers your question. If not, please don't hesitate to contact me.

Lily

From: Danny Varat

Sent: Wednesday, March 29, 2017 9:15 AM

To: Lily Cogdill <LilyCogdill@scstatehouse.gov>

Subject: RE: Unapproved time for Anthony Alessi and Charles Campbell

Yes. Graham becomes an FTE when the interns start rolling off

From: Lily Cogdill

Sent: Wednesday, March 29, 2017 9:06 AM

To: Danny Varat <DannyVarat@scstatehouse.gov>

Subject: FW: Unapproved time for Anthony Alessi and Charles Campbell

Please advise.

Lily

From: Garrett, Adam [<mailto:Adam.Garrett@admin.sc.gov>]

Sent: Wednesday, March 29, 2017 9:06 AM

To: Lily Cogdill <LilyCogdill@scstatehouse.gov>

Cc: Lake, Steven <Steven.Lake@admin.sc.gov>; Blankenship, Dottie <Dottie.Blankenship@admin.sc.gov>

Subject: RE: Unapproved time for Anthony Alessi and Charles Campbell

Lily,

Since Hayden is an FTE, would you like for Graham to be paid an hourly rate equivalent to what Hayden makes? Right now, the rate is \$14.36 per hour based on a 37.5 hour a week schedule to equate to a total of 1950 hours per year. We can set it up that way, but just wanted to mention that since Hayden is a salaried employee and Graham would be considered hourly and under 30 hours a week, which make him not eligible for insurance.

Thanks,

Adam

From: Lily Cogdill [<mailto:LilyCogdill@scstatehouse.gov>]

Sent: Monday, March 27, 2017 12:31 PM

To: Garrett, Adam <Adam.Garrett@admin.sc.gov>

Cc: Lake, Steven <Steven.Lake@admin.sc.gov>; Blankenship, Dottie <Dottie.Blankenship@admin.sc.gov>

Subject: RE: Unapproved time for Anthony Alessi and Charles Campbell

Hi Adam,

I am sorry that it took so long to approve their time! Also, I am attaching Graham's paperwork that I sent to Ruchelle after he started. His official hire date is 3/15/16 working 7.5 hours a week for now. His salary is the same as Hayden Grooms. We are hoping to be able to give him more hours until he can become an FTE.

I hope this helps!

Lily

From: Garrett, Adam [<mailto:Adam.Garrett@admin.sc.gov>]

Sent: Monday, March 27, 2017 9:39 AM

To: Lily Cogdill <LilyCogdill@scstatehouse.gov>

Cc: Lake, Steven <Steven.Lake@admin.sc.gov>; Blankenship, Dottie <Dottie.Blankenship@admin.sc.gov>

Subject: RE: Unapproved time for Anthony Alessi and Charles Campbell

Lily,

Thanks for taking care of these! I'm sure they will appreciate it!

On another note, we're still looking for some information on a new hire, Graham Duncan. I was told her worked on March 15th, which means since I don't have information for him at this moment, he won't get paid on March 31st for that time worked.

If I had a rate of pay, number of hours that he worked that day (if hourly), and position type whether it was temp, FTE, etc. then I can use that enough with what I have to get him loaded and hopefully paid on the 1st this morning. Payroll starts to finalized at 11 so I would need that information before then.

If you have it, please pass it along if you can. If not, just send it over when you can and we'll get it caught up on another payroll.

Thanks!

From: Lily Cogdill [<mailto:LilyCogdill@scstatehouse.gov>]

Sent: Friday, March 24, 2017 6:06 PM

To: Garrett, Adam <Adam.Garrett@admin.sc.gov>

Subject: Re: Unapproved time for Anthony Alessi and Charles Campbell

Thank you for letting me know! I will get them approved before Sunday.

Lily

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On Fri, Mar 24, 2017 at 4:30 PM -0400, "Garrett, Adam" <Adam.Garrett@admin.sc.gov> wrote:

Lily,

How's it going? We've got two of your temporary employees, Anthony Alessi and Charles Campbell, showing unapproved working times that will need to be approved in order for it to be paid on the upcoming 4/1 payroll check. Here are the dates and times in question:

| Employee/app.name | Pers.No. | Date | Status | Number | MU | A/A type | Created on | Time | Created by | Last change | Time | Changed by | ID | Start Time |
|--------------------|----------|------------|--------|--------|----|----------|------------|----------|------------|-------------|----------|------------|-----------|------------|
| ANTHONY C ALESSI | 10113049 | 03/16/2017 | ⚠ | 2 | H | 1000 | 03/16/2017 | 16:54:50 | ANT113049 | 03/16/2017 | 16:54:50 | ANT113049 | 110451613 | 03:00:00 |
| | | 03/14/2017 | ⚠ | 1.500 | H | 1000 | 03/16/2017 | 16:54:50 | ANT113049 | 03/16/2017 | 16:54:50 | ANT113049 | 110451613 | 03:00:00 |
| | | 03/13/2017 | ⚠ | 3 | H | 1000 | 03/16/2017 | 16:54:50 | ANT113049 | 03/16/2017 | 16:54:50 | ANT113049 | 110451613 | 09:00:00 |
| | | 02/23/2017 | ⚠ | 2 | H | 1000 | 02/23/2017 | 17:00:47 | ANT113049 | 02/23/2017 | 17:00:47 | ANT113049 | 110451613 | 03:00:00 |
| 10113049 | | 8.500 H | | | | | | | | | | | | |
| CHARLES M CAMPBELL | 10078166 | 03/13/2017 | ⚠ | 3 | H | 1000 | 03/13/2017 | 16:48:17 | CHA78166 | 03/13/2017 | 16:48:17 | CHA78166 | 110451613 | 14:00:00 |
| | | | ⚠ | 3 | H | 1000 | 03/13/2017 | 16:48:17 | CHA78166 | 03/13/2017 | 16:48:17 | CHA78166 | 110451613 | 10:00:00 |
| | | 02/27/2017 | ⚠ | 4 | H | 1000 | 03/13/2017 | 16:48:17 | CHA78166 | 03/13/2017 | 16:48:17 | CHA78166 | 110451613 | 13:00:00 |
| | | | ⚠ | 2 | H | 1000 | 03/13/2017 | 16:48:17 | CHA78166 | 03/13/2017 | 16:48:17 | CHA78166 | 110451613 | 10:00:00 |
| 10078166 | | 12 H | | | | | | | | | | | | |

A few of these are older, outstanding dates so we definitely want to try to get it taken care of as soon possible. If you are near a computer and can log on and approve this time by Sunday, that would give enough time for the system to capture it for payment. However, if you are unable to approve it before then, just email me and let me know if these times are valid and I will approve it for you. I'll make myself a note to check over the weekend to see if I can get it taken care of for you.

Thanks for your help,

Adam

Adam Garrett

Human Resources Manager, Administrative Services Human Resources

The South Carolina

Department of Administration

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