

From: Taylor, Richele
To: Hart, Selina <Selina.Hart@admin.sc.gov>
CC: Blankenship, Dottie <Dottie.Blankenship@admin.sc.gov>
Date: 8/26/2016 4:24:20 PM
Subject: RE: Follow-up questions - Benefits

Selina,

Thanks Selina for following up! You must have my old number as I have not received a message. Quick transition! Do you have time for me to come by Monday morning or afternoon? I am free 8:30-11 Monday. I am at the Statehouse so I can run over if you can let me know the building you are in.

Richele

From: Hart, Selina
Sent: Friday, August 26, 2016 12:58 PM
To: Taylor, Richele
Cc: Blankenship, Dottie
Subject: Follow-up questions - Benefits
Importance: High

Good afternoon Ms. Taylor,

I left you a voicemail message Tuesday, 8/23, in reference to the completion of your Benefits (insurance & retirement) transfer to the Office of the Governor from LLR.

There is insurance paperwork that needs to be signed, before Wednesday, 8/31/2016, because your insurance under the LLR group will end on that date. I have completed the process and have the paperwork ready for signature. I also have a SC Retirement Systems enrollment form which needs to be completed to transfer you into the appropriate retirement group number.

Please let me know when you will be available to complete the process. I am typically in the office, 8:00 am – 4:30 pm daily and my number is 803.737.1979 or I can be reached by email at selina.hart@admin.sc.gov.

Thank you and have a good day!

Selina N. Hart
Benefits Manager, Administrative Services Human Resources

The South Carolina
Department of Administration
1200 Senate Street, Suite 450, Columbia, SC 29201
(803) 737-1979 | (803) 737-1880 fax

Note: Act 121 of 2014 (SC Restructuring Act of 2014) abolished the Budget and Control Board. Effective July 1, 2015, the Department of Administration has been established. Please update your contact information.

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