

From: Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>  
To: Danny Varat [DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)  
CC: Lily Cogdill [LilyCogdill@scstatehouse.gov](mailto:LilyCogdill@scstatehouse.gov)  
Date: 6/5/2017 10:03:28 AM  
Subject: RE: Justification for new hire and increase

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Thank you

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From: Danny Varat [<mailto:DannyVarat@scstatehouse.gov>]  
Sent: Monday, June 5, 2017 9:24 AM  
To: Washington, Cheryl  
Cc: Lily Cogdill  
Subject: Re: Justification for new hire and increase

Will do soon

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From: Washington, Cheryl <[cwashington@aging.sc.gov](mailto:cwashington@aging.sc.gov)>  
Sent: Friday, June 2, 2017 3:42 PM  
To: Danny Varat  
Cc: Lily Cogdill  
Subject: Justification for new hire and increase

Good afternoon, Danny.

I am needing a justification for the increase we are preparing for the July 1<sup>st</sup> payroll, (Catherine) and the new hire for Victoria Black. When it is keyed into SCEIS, I have to differentiate if it's for additional duties, performance, etc.

As you may know, we are in the delegation audit period and it is a requirement that such document is in the employee's personnel file for auditing purposes. Please let me know if you need assistance.

Hope to meet you soon. Have a great weekend!

Thanks,  
Cheryl