

From: Lily Cogdill <[LilyCogdill@scstatehouse.gov](mailto:LilyCogdill@scstatehouse.gov)>  
To: Danny Varat [DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)  
Date: 6/9/2017 12:51:01 PM  
Subject: Re: Justification for new hire and increase

---

Thank you!!

Get [Outlook for iOS](#)

On Fri, Jun 9, 2017 at 12:47 PM -0400, "Danny Varat" <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)> wrote:

I'll do it now. Thanks

DV

---

From: Lily Cogdill  
Sent: Friday, June 9, 2017 11:59 AM  
To: Danny Varat; Washington, Cheryl  
Subject: RE: Justification for new hire and increase

Danny,

I hate to bug you about this but it seems like Catherine's increase may be not be payable until the July 1<sup>st</sup> check since HR has not received the justification letter Cheryl referenced in the attached email. Is there any way you can prepare a letter sooner than later? If not, you will need to let Catherine know.

Thank you,

Lily

---

From: Danny Varat  
Sent: Monday, June 05, 2017 9:24 AM  
To: Washington, Cheryl  
Cc: Lily Cogdill  
Subject: Re: Justification for new hire and increase

Will do soon

---

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