

From: Lily Cogdill <LilyCogdill@scstatehouse.gov>
To: Danny Varat <DannyVarat@scstatehouse.gov>
Date: 2/24/2017 4:31:30 PM
Subject: FW: Stephen Morris
Attachments: StephenMorris_031617 Payroll Simulation.pdf
StephenMorris_PBAR.pdf

Please let me know how you would like for proceed.

Lily

From: Garrett, Adam [mailto:Adam.Garrett@admin.sc.gov]
Sent: Friday, February 24, 2017 4:29 PM
To: Lily Cogdill
Cc: Lake, Steven ; Blankenship, Dottie
Subject: Stephen Morris

Lily,

After our phone conversation from earlier, it seems the best approach to allow Mr. Morris to have his insurance covered for the month of March would be to have his last day in a paid status be March 1st, 2017. This would allow him to be paid for the dates of February 17th through March 1st, receive any unused annual leave to be paid to him, and let his insurance stay active through March, which he would then be able to choose the option of Cobra after that.

Here are the steps I think you may want to lay out for Mr. Morris to provide him with the information regarding his pay, insurance, and so forth:

1. Sign the PBAR attached to show his last day with the Lt. Governor's Office being March 1st and send back to us (this is more administrative on our end so we can key the action in SCEIS)
2. Inform Mr. Morris that his last day with the Lt. Governor's Office will be March 1st. He is in an Unclassified, At-Will position so he has no grievance rights, but this may not be of concern here. Just wanted to mention it.
3. See the attached payroll simulation that will show Mr. Morris what his final paycheck from the Lt. Governor's Office will look like on March 16th. This includes the time worked from February 17th through March 1st, as well as the unused leave he would have as of March 1st. As it stands today, he has 18.75 hours of annual leave he would be entitled to receive payment for. His current hourly rate is 62.56 per hour so that amount times 18.75 gives us a gross term. leave payout of \$1,173. This amount plus his normal semi-monthly of \$5,083.33 gives him a total gross for that payroll of \$6,256.33. He would then have his pre-tax deductions withheld, like retirement and insurance, then have taxes withheld, to get to a net payment of \$3,851.61.
4. For his retirement contributions, he can request a withdrawal from PEBA or leave them on deposit. He could also look at rolling it over to a qualified retirement plan with another employer with no taxable ramifications. Here is a link to that form, <https://forms.retirement.sc.gov/formGenericGet.do?formNum=web4101.xdp>, which includes options on page two that explains things in detail on what he could do.
5. A Cobra letter would be mailed to his home address with information on that in regards to signing up at the point in time that his insurance coverage from the State would end, which would be March 31st because of him being in a paid status on March 1st. If he separates before March 1st, then his insurance would end in February and would then have the option to go on Cobra then.

I think that could cover it for the most part. Obviously if questions come up that you don't have the answers for, we can certainly try to help. We'd want to make sure that his address is current for mailing purposes of Cobra letter and W-2 in January of 2018.

This seems like a better option to do rather than the temporary position. It allows him to get his leave payout,

continue his insurance through March, and will allow the separation action to be performed in SCEIS.

I hope this helps. Let me know if you've got any questions.

Thanks!

Adam Garrett

Human Resources Manager, Administrative Services Human Resources

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