

From: Danny Varat <DannyVarat@scstatehouse.gov>
To: Lily Cogdill LilyCogdill@scstatehouse.gov
Date: 4/28/2017 1:55:49 PM
Subject: Re: SCEIS

Not Dale, Darryl. He needs to be the default.

Sent using OWA for iPhone

From: Lily Cogdill
Sent: Friday, April 28, 2017 1:43:14 PM
To: Danny Varat
Subject: Re: SCEIS

You are correct, but, Dale was not in when it was due. Therefore, you are the last default. You have to approve for it to go back to Dale.

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On Fri, Apr 28, 2017 at 1:28 PM -0400, "Danny Varat" <DannyVarat@scstatehouse.gov> wrote:

Yes, but the default needs to be Darryl. He's their supervisor, not me. Please have them fix that.

Sent using OWA for iPhone

From: Lily Cogdill
Sent: Friday, April 28, 2017 11:51:13 AM
To: Danny Varat
Subject: RE: SCEIS

Hey...

I spoke to Ruchelle regarding your email. These names have been forwarded to you by default. When a manager does not approve by the payroll deadline, it will automatically default to the next authorized approver, and so on. So, TAG you're it! All you need to do is to "approve"... at this point, your approval will not "actually approve the employee" for payment or leave, but will allow it back into the system for their supervisor's access. Got it????

Lily

From: Danny Varat
Sent: Friday, April 28, 2017 8:47 AM
To: Lily Cogdill
Subject: SCEIS

Please call Ruchelle and/or Darryl to see if they can fix this in SCEIS. I have approval for several people that should be Darryl's. Thanks

DV

