

From: Pisarik, Holly
To: McDonald, Terri <Terri.McDonald@admin.sc.gov>
Date: 9/25/2015 11:40:18 AM
Subject: RE: Holly Pisarik

Do you have everything you need now to process my benefits?

From: McDonald, Terri
Sent: Wednesday, September 23, 2015 8:08 AM
To: Haltiwanger, Katherine
Cc: Pisarik, Holly
Subject: RE: Holly Pisarik

I haven't received them. I will check with others in the office.

Thanks

From: Haltiwanger, Katherine
Sent: Tuesday, September 22, 2015 4:45 PM
To: McDonald, Terri
Cc: Pisarik, Holly
Subject: RE: Holly Pisarik

Looping in Holly...I sent some forms to you about 2 weeks ago that were 2 sheets of paper that she signed.

From: McDonald, Terri
Sent: Tuesday, September 22, 2015 4:04 PM
To: Haltiwanger, Katherine
Subject: Holly Pisarik

Katherine, Paula emailed Holly's insurance and retirement transfer paperwork to her on Sept. 14 and we have not received the forms back with her signature. Could you please check with her about this. We don't want her to need her insurance and have it say it is canceled.

Thanks

Terri McDonald
Human Resource Manager, Office of Administrative Services Human Resources

**The South Carolina
Department of Administration**

1200 Senate Street, Suite 460, Columbia, SC 29201
(803) 734-0442 | (803) 734-0548 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.***

CONFIDENTIALITY NOTICE: This electronic message and any files transmitted with it may contain information that is privileged, confidential, and/or otherwise protected from disclosure to anyone other than its intended recipient(s). This message is solely for use by the individual(s) for whom it is intended, even if addressed incorrectly. If you are not the intended recipient, or the person responsible to deliver it to the intended recipient, you are hereby advised that any dissemination, distribution or copying of this electronic mail or its contents/attachments is strictly prohibited. If you have received this communication in error, please notify the sender immediately by reply e-mail so that we may correct our internal records. Then, please delete the original message.

