

From: Lily Cogdill <LilyCogdill@scstatehouse.gov>
To: Danny Varat <DannyVarat@scstatehouse.gov>
Washington, Cheryl <cwashington@aging.sc.gov>
Date: 6/9/2017 11:59:52 AM
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 1st 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>
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 1st 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