

From: Danny Varat <DannyVarat@scstatehouse.gov>
To: Washington, Cheryl <cheryl.washington@aging.sc.gov>
CC: Lily Cogdill <LilyCogdill@scstatehouse.gov>
Date: 6/5/2017 9:24:19 AM
Subject: Re: Justification for new hire and increase

Will do soon

From: Washington, Cheryl
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