

From: Taylor, Richele  
To: Hart, Selina <Selina.Hart@admin.sc.gov>  
CC: Gore, Cynthia <Cynthia.Gore@admin.sc.gov>  
Date: 8/30/2016 10:55:05 AM  
Subject: RE: Follow-up questions - Benefits

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Thank you!

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From: Hart, Selina  
Sent: Tuesday, August 30, 2016 9:37 AM  
To: Taylor, Richele  
Cc: Gore, Cynthia  
Subject: Re: Follow-up questions - Benefits

Good morning Richelle, I am at a conference BUT our Asst. Director, Cynthia Gore has your paperwork & is expecting you. Please feel free to stop by our HR office at your convenience.

Have a great day!  
Selina

Sent from my iPhone

On Aug 30, 2016, at 9:22 AM, Taylor, Richele <[RicheleTaylor@gov.sc.gov](mailto:RicheleTaylor@gov.sc.gov)> wrote:

Hi guys! I got caught unexpectedly in meetings yesterday. I am going to try again. Are one of you available this morning? I am free to run over.

Richele

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From: Hart, Selina  
Sent: Monday, August 29, 2016 7:49 AM  
To: Taylor, Richele  
Cc: Rauch, Paula  
Subject: RE: Follow-up questions - Benefits

So sorry I called the wrong number, we thought it was your cell. You may stop by anytime that is good for you. Paula Rauch, who works with me, will be in the office all day and have your paperwork. I will copy her on this email, letting her know it will most likely be between 8:30 -11:00. Her desk number is 803.734.0502, just in case you need to call her.

We are in the Wade Hampton building, right across from you (the one with the man on a horse in front), 4<sup>th</sup> floor suite 450.

Have a great day!

Selina H.

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From: Taylor, Richele  
Sent: Friday, August 26, 2016 4:24 PM  
To: Hart, Selina <[Selina.Hart@admin.sc.gov](mailto:Selina.Hart@admin.sc.gov)>  
Cc: Blankenship, Dottie <[Dottie.Blankenship@admin.sc.gov](mailto:Dottie.Blankenship@admin.sc.gov)>  
Subject: RE: Follow-up questions - Benefits

Selina,

Thanks Selina for following up! You must have my old number as I have not received a message. Quick transition! Do you have time for me to come by Monday morning or afternoon? I am free 8:30-11 Monday. I am at the Statehouse so I can run over if you can let me know the building you are in.

Richele

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From: Hart, Selina  
Sent: Friday, August 26, 2016 12:58 PM  
To: Taylor, Richele  
Cc: Blankenship, Dottie  
Subject: Follow-up questions - Benefits  
Importance: High

Good afternoon Ms. Taylor,

I left you a voicemail message Tuesday, 8/23, in reference to the completion of your Benefits (insurance & retirement) transfer to the Office of the Governor from LLR.

There is insurance paperwork that needs to be signed, before Wednesday, 8/31/2016, because your insurance under the LLR group will end on that date. I have completed the process and have the paperwork ready for signature. I also have a SC Retirement Systems enrollment form which needs to be completed to transfer you into the appropriate retirement group number.

Please let me know when you will be available to complete the process. I am typically in the office, 8:00 am – 4:30 pm daily and my number is 803.737.1979 or I can be reached by email at [selina.hart@admin.sc.gov](mailto:selina.hart@admin.sc.gov).

Thank you and have a good day!

Selina N. Hart  
*Benefits Manager, Administrative Services Human Resources*

**The South Carolina**  
**Department of Administration**  
1200 Senate Street, Suite 450, Columbia, SC 29201  
(803) 737-1979 | (803) 737-1880 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.*

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