

From: Campbell, Cora <ccampb@io.sc.gov>
To: Ellison, Ruchelle <rellison@aging.sc.gov>
Hess, Kelly <khess@io.sc.gov>
CC: Shealy, Boyd <bshealy@ohr.sc.gov>
Theriot, Susan <stheriot@aging.sc.gov>
Kester, Tony <kester@aging.sc.gov>
Lake, Steven <slake@oed.sc.gov>
Date: 8/25/2014 8:56:29 AM
Subject: RE: Processed P1s [secure]

Hi Ruchelle,

Once we receive the P1 form, we will process it, and Kelly will send you a copy of the processed forms. We will then place the original document in the personnel file. We do not sign off on the forms because SCEIS date stamps each action when it is entered, along with the user name of the person who completed the action.

We are relying on the managers of the LGOA to send us the completed P1 forms. As long as we receive the P1 form with all the correct information needed for SCEIS entry, we will have all actions entered prior to the affected payroll period. We will ensure that all employees are paid on time.

Thanks
Cora

From: Ellison, Ruchelle
Sent: Thursday, August 21, 2014 2:08 PM
To: Hess, Kelly
Cc: Campbell, Cora; Shealy, Boyd; Theriot, Susan; Kester, Tony
Subject: RE: Processed P1s [secure]

Kelly,

The copies that were emailed to me did not have all the proper signatures on them (ie Payroll, HR). Are we putting them in the files before payroll and HR sign them?

Ruchelle

From: Hess, Kelly
Sent: Thursday, August 21, 2014 2:06 PM
To: Ellison, Ruchelle
Cc: Campbell, Cora; Shealy, Boyd; Theriot, Susan; Kester, Tony
Subject: RE: Processed P1s [secure]

Ruchelle,

The originals are filed under each respective employee's personnel file.

Thanks,
Kelly

From: Ellison, Ruchelle
Sent: Thursday, August 21, 2014 2:03 PM
To: Hess, Kelly
Cc: Campbell, Cora; Shealy, Boyd; Theriot, Susan; Kester, Tony
Subject: RE: Processed P1s [secure]

Hey Kelly!

Who has the original documents?

Ruchelle

Ruchelle Ellison
Fiscal Manager
South Carolina Lieutenant Governor's Office on Aging
1301 Gervais Street, Suite 350
Columbia, SC 29201
Phone 803-734-9883 Fax 803-9886
rellison@aging.sc.gov

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From: Hess, Kelly
Sent: Wednesday, August 13, 2014 4:46 PM
To: Ellison, Ruchelle
Cc: Campbell, Cora; Shealy, Boyd
Subject: Processed P1s [secure]

Ruchelle,

Here are the P1s that we have received for processing.

Thanks,
Kelly Hess
803 737-3060



Board Human Resources | SC Budget & Control Board
Wade Hampton Building, Suite 450 Columbia, SC 29201 | Main: 803 737-4272 | Fax: 803 737- 1880

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