

EMAIL EXAMPLES

1. Permission for the release of personal payroll information

Sent: Friday, May 30, 2003 3:11 PM
To: Marge Hall
Subject: Release my payroll information

Marge,

Ima Busy is working on a budget for a proposal that will involve me. So that she can accurately figure my release time into the budget, please share information with her about my hourly wage and benefit rate.

Thanks.

Jackie

2. Forwarded E-mail that includes Permission to release personal payroll information

Sent: Friday, May 30, 2003 3:11 PM
To: Marge Hall
Subject: Release of my payroll information

Marge,

Attached is an email from Jackie LaMuth that allows me to retrieve her personal payroll information (hourly rate and benefit rate) so I can finish the budget for a proposal I'm writing.

Thanks for your help.

Ima Busy

-----Original Message-----

From: LaMuth, Jacqueline
Sent: Thursday, May 29, 2003 2:12 PM
To: Ima Busy'
Subject: Proposal development & payroll info OK

Ima,

From our discussion about the project, I understand I will be responsible for preparing for and teaching 2 2-hour classes each month at selected Senior Centers. We've talked about how much prep time and development time will be needed. Please calculate 5 hours of release time for each 2-hour class.

2 classes X12= 24 classes X 5 hours = 120 hours. Sorry, but I don't know my hourly rate. You have my permission to get that information from the Extension Payroll Office.

I'm looking forward to this project. I hope we get funded.

Jackie