



Suzanne Kellams <skellams@cityoffoley.org>

Re: Saturday Pay for Henry & Andrew

4 messages

Suzanne Kellams <skellams@cityoffoley.org>

Mon, Nov 9, 2020 at 3:57 PM

To: Felicia Bazzel <fbazzel@cityoffoley.org>

Cc: Pam Harris <pharris@cityoffoley.org>, Brenda Shambo <bshambo@cityoffoley.org>

Ladies,

Felicia forwarded this email to me. I believe what we have done in previous years is to go ahead and process payroll with the overtime being charged to the Muni Complex's overtime account. Once we have that total dollar amount, we complete the request to transfer form and get approved through council by resolution to transfer the funds from the Beautification Miscellaneous Account to Muni Complex's overtime account. We can't charge the overtime to the Beautification Board because there aren't any personnel accounts, only capital and operational.

Brenda, please confirm if your Miscellaneous Account is what you want to transfer out of, or let me know which account you would like to use.

On Mon, Nov 9, 2020 at 3:46 PM Felicia Bazzel <fbazzel@cityoffoley.org> wrote:

----- Forwarded message -----

From: Pam Harris <pharris@cityoffoley.org>

Date: Mon, Nov 9, 2020 at 3:29 PM

Subject: Saturday Pay for Henry & Andrew

To: Felicia Bazzel <fbazzel@cityoffoley.org>

Cc: Brenda Shambo <bshambo@cityoffoley.org>

Felicia - Henry Prim and Andrew Salgado have been helping Brenda Shambo with Christmas decorations and I would like for their overtime hours to be charged to the beautification account. I have spoken with Brenda about this and she is in agreement.

Henry Prim - 1 hour O/T on Friday 11/6
11.5 hours of O/T on Saturday 11/7
Total: 12.5 hrs

Andrew Salgado - 1 hour O/T on Friday 11/6
11.25 hours of O/T on Saturday 11/7
Total: 12.25 hrs

Thank you for your help.

Pam Harris

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Felicia Bazzel

Payroll Clerk

City of Foley

Ph 251-943-1545



Pam Harris <pharris@cityoffoley.org>
To: Suzanne Kellams <skellams@cityoffoley.org>
Cc: Felicia Bazzel <fbazzel@cityoffoley.org>, Brenda Shambo <bshambo@cityoffoley.org>

Mon, Nov 9, 2020 at 4:47 PM

Sounds great. Thanks

[Quoted text hidden]

Brenda Shambo <bshambo@cityoffoley.org>
To: Suzanne Kellams <skellams@cityoffoley.org>

Tue, Nov 10, 2020 at 3:06 PM

Yes Suzanne,
That will be Great!!!

Brenda W. Shambo
Administrative Assistant II
407 East Laurel Avenue
Post Office Box 1750
Foley, Alabama 36536
(251) 943-1545



On Mon, Nov 9, 2020 at 3:58 PM Suzanne Kellams <skellams@cityoffoley.org> wrote:
[Quoted text hidden]

Felicia Bazzel <fbazzel@cityoffoley.org>
To: Suzanne Kellams <skellams@cityoffoley.org>

Wed, Nov 11, 2020 at 7:49 AM

Overtime pay for Henry Prim and Andrew Salgado.

Henry Prim - 12.50 hrs = \$360.75

Andrew Salgado - 12.25 hrs = \$371.18

On Mon, Nov 9, 2020 at 3:58 PM Suzanne Kellams <skellams@cityoffoley.org> wrote:
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