

From: HSPayroll Mailbox <HSPayroll@countyofdane.com>
Sent: Tuesday, August 17, 2021 8:43 AM
To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>
Cc: Stringer, Heidi <Stringer@countyofdane.com>
Subject: GEBRECHRISTOS SELAM.PP17.pdf

Hi Nani,

Your PP17 ETR indicates “MLS-85” – however, I do not see the Employee Taxable Reimbursement Form included in the supplemental forms folder. Do you have the ETRF or was the MLS entry carried over from a previous ETR?

Thank you!
ntb

Natalie T. Bruere
Account Clerk II
Dane County Department of Human Services | Fiscal and Management Services
1202 Northport Dr. G42D
Madison, WI 53704
608-242-6210
bruere.natalie@countyofdane.com



From: Stringer, Heidi <Stringer@countyofdane.com>
Sent: Tuesday, August 17, 2021 8:53 AM
To: HSPayroll Mailbox <HSPayroll@countyofdane.com>; Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>
Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

Hi there,
I'm working on it 😊. I needed to follow up on something and forgot to save it in your folder after saving in my own. Be there in a flash!

-Heidi

From: Gebrechristos, Nani
Sent: Tuesday, August 17, 2021 9:15 AM
To: Stringer, Heidi <Stringer@countyofdane.com>; HSPayroll Mailbox <HSPayroll@countyofdane.com>
Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

Good morning,

Thank you Heidi & Payroll. Please let me know if I need to do anything else.

-Nani

From: HSPayroll Mailbox <HSPayroll@countyofdane.com>
Sent: Tuesday, August 17, 2021 12:47 PM
To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>; Stringer, Heidi <Stringer@countyofdane.com>; HSPayroll Mailbox <HSPayroll@countyofdane.com>
Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

Hi Nani & Heidi,

Upon review of the form that was submitted and the entry on the ETR (both attached for reference), the Employee Reimbursement form actually needs to be entered in MUNIS through Accounts Payable – it does not go through payroll. Therefore, I will remove the “MLS-85” entry on the ETR and will process the benefit time. We have printed the reimbursement form so that we can process that on the A/P side. Will you please forward the original TSA Precheck Enrollment receipt? We need to submit that to the Controller’s Office along with the form.

Thank you!
ntb

Natalie T. Bruere
Account Clerk II
Dane County Department of Human Services | Fiscal and Management Services
1202 Northport Dr. G42D
Madison, WI 53704
608-242-6210
bruere.natalie@countyofdane.com



From: Gebrechristos, Nani
Sent: Tuesday, August 17, 2021 1:08 PM
To: HSPayroll Mailbox <HSPayroll@countyofdane.com>; Stringer, Heidi <Stringer@countyofdane.com>
Cc: Sedlmayr, Dena <Sedlmayr.Dena@countyofdane.com>
Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

Hello everyone,

I'm sorry this is all new to me. I was at NPO for a part of this morning and I actually inter-D (ed) the original receipt to Dena as that is what I was told to do. Dena, could you please give the original receipt to Natalie.

Thank you.

-Nani

From: Sedlmayr, Dena <Sedlmayr.Dena@countyofdane.com>
Sent: Tuesday, August 17, 2021 1:14 PM
To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>; HSPayroll Mailbox <HSPayroll@countyofdane.com>; Stringer, Heidi <Stringer@countyofdane.com>
Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

That's fine Nani. We're working together on it. Thanks,

Dena
office: 608-242-6220
home: 608-242-9861

From: Stringer, Heidi <Stringer@countyofdane.com>
Sent: Tuesday, August 17, 2021 2:33 PM
To: HSPayroll Mailbox <HSPayroll@countyofdane.com>; Malone, Thomas <Malone.Thomas@countyofdane.com>; Wills, Marykay <Wills.marykay@countyofdane.com>
Subject: FW: GEBRECHRISTOS SELAM.PP17.pdf

Hi there,
Could you please clarify this guidance? I have been told that this should not be entered into the munis system as it is not directly tied to a specific client.
Thanks,

-Heidi

From: Sedlmayr, Dena <Sedlmayr.Dena@countyofdane.com>
Sent: Thursday, August 19, 2021 7:38 AM
To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>; Stringer, Heidi <Stringer@countyofdane.com>
Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

Nani/Heidi, What account should this expense be charged to?

Dena
office: 608-242-6220
home: 608-242-9861

From: Gebrechristos, Nani
Sent: Thursday, August 19, 2021 8:45 AM
To: Sedlmayr, Dena <Sedlmayr.Dena@countyofdane.com>; Stringer, Heidi <Stringer@countyofdane.com>
Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

Good morning,

I'm not certain but could it be from the PEI Account? Heidi is out of the office. I can check with others to be sure and let you know.

Thank you.

-Nani

From: Stringer, Heidi <Stringer@countyofdane.com>
Sent: Thursday, August 19, 2021 8:45 AM
To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>
Subject: Automatic reply: GEBRECHRISTOS SELAM.PP17.pdf

Hello,

Thank you for your email. I will be out of the office beginning 8/19 and returning the afternoon of 8/24. If you have a time sensitive matter or need immediate assistance, please contact our main reception at 242-6200 and someone will help direct your call.

Heidi Stringer, MSW, LCSW (she/her/hers)

PEI Children's Behavioral Health Supervisor

DCDHS-Prevention & Early Intervention

1202 Northport Drive, Madison, WI 53704

Ph: 608-242-6430

stringer@countyofdane.com

Our Vision: Empowered people thriving in safe, just, and caring communities.

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From: Sedlmayr, Dena <Sedlmayr.Dena@countyofdane.com>
Sent: Thursday, August 19, 2021 9:11 AM
To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>; Stringer, Heidi <Stringer@countyofdane.com>; Breunig, Lisa <Breunig.Lisa@countyofdane.com>
Cc: Bruere, Natalie <Bruere.Natalie@countyofdane.com>
Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

Heidi/Lisa: Out of State Travel, 73000-266469?

Nani: Receipt shows this purchase was made on 05/25/2021. Controller is likely to initially deny this request, because it was submitted past the 60-day deadline for May expenses of 08/01/2021. You may want to start a memo requesting an exception:

Appeal Process

County Ordinance section 20.08 (employee reimbursement) states that "Claims must be submitted within 60 days of travel or the Person will forfeit reimbursement". If you would like to appeal this denial, an exception to Chapter 20 is required to be approved by the Personnel & Finance Committee prior to payment. To pursue an exception, please provide the Controller's Office (Meg Krohn) with a memo addressed to the Personnel & Finance committee with both your division administrator and Director Shawn Tessmann copied. The Controller's Office will schedule the appeal request for Personnel & Finance Committee review.

Dena

office: 608-242-6220

home: 608-242-9861

From: Gebrechristos, Nani

Sent: Friday, August 20, 2021 8:26 AM

To: Sedlmayr, Dena <Sedlmayr.Dena@countyofdane.com>; Stringer, Heidi <Stringer@countyofdane.com>; Breunig, Lisa <Breunig.Lisa@countyofdane.com>

Cc: Bruere, Natalie <Bruere.Natalie@countyofdane.com>

Subject: RE: GEBRECHRISTOS SELAM.PP17.pdf

Good morning,

Dena, I was able to follow up with steps listed in your email and sent Margaret Krohn a memo & copied our director and my division administrator. Regardless of their decision, just wanted to say thank you to everyone for trying to sort this out.

Happy Friday.

-Nani

From: Bruere, Natalie <Bruere.Natalie@countyofdane.com>

Sent: Friday, August 20, 2021 8:26 AM

To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>

Subject: Automatic reply: GEBRECHRISTOS SELAM.PP17.pdf

I am off and will return on Monday, 08/23. For any immediate Accounts Payable needs, please contact Dena Sedlmayr at sedlmayr.dena@countyofdane.com. For any Payroll needs, please email HSPayroll@countyofdane.com.

Thank you!

Natalie Bruere

From: Breunig, Lisa <Breunig.Lisa@countyofdane.com>

Sent: Friday, August 20, 2021 8:26 AM

To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>

Subject: Automatic reply: GEBRECHRISTOS SELAM.PP17.pdf

Hello

I am currently out of the office. I will return on Monday August 23rd. I will reply to emails at that time.

Thank you,

Lisa Breunig

From: Stringer, Heidi <Stringer@countyofdane.com>

Sent: Monday, August 23, 2021 10:38 AM

To: Gebrechristos, Nani <Gebrechristos.Nani@countyofdane.com>

Cc: Sedlmayr, Dena <Sedlmayr.Dena@countyofdane.com>; Breunig, Lisa <Breunig.Lisa@countyofdane.com>; Bruere, Natalie <Bruere.Natalie@countyofdane.com>; Wills, Marykay <Wills.marykay@countyofdane.com>

Subject: Re: GEBRECHRISTOS SELAM.PP17.pdf

Hi all,

I wanted to offer additional details about the timeline of the TSA reimbursement request. The date it was submitted was in part due to myself and Marykay had additional questions and needed clarification on how to go about the reimbursement request, since Nani had not yet received her p-card and purchased the TSA pre-check with her own funds.

Thanks,

-Heidi