



Jamie Favre &lt;jfavre@baystlouis-ms.gov&gt;

---

**Olsen Longevity Retro**

2 messages

---

**Alvin Kingston** <akingston@baystlouis-ms.gov>  
To: Jamie Favre <jfavre@baystlouis-ms.gov>  
Cc: Toby Schwartz <tschwartz@baystlouis-ms.gov>

Mon, Sep 16, 2024 at 5:21 PM

Jamie,

Please add this retroactive longevity increase for Robert Olsen.

Hire Date June 1, 2021

2021-2022 First Year Complete

2022-2023 Second Year Complete

2023-2024 Third Year Complete (1<sup>st</sup> year of longevity)

2024-2025 Fourth Year Begins (2<sup>nd</sup> year of longevity)

Current Pay      \$24.15

Longevity        \$.50

New Pay          \$24.65

Date of change should have been for pay period beginning June 10, 2024.

Thank You,

Alvin K

***Deputy Chief Alvin Kingston***

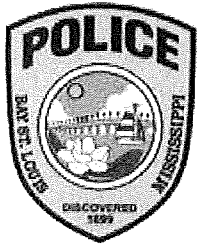
*Bay St. Louis Police Department*

*547 Main Street*

*Bay St. Louis, MS 39520*

PD Main: 228-467-9222

Direct: 228-466-5492



**Confidentiality Notice:** This e-mail message, including any attachments, is for the sole use of the intended recipient (s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

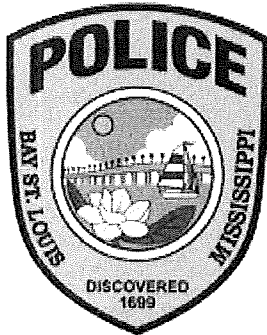


image001.jpg  
32K

**Toby Schwartz** <tschwartz@baystlouis-ms.gov>

Mon, Sep 16, 2024 at 5:27 PM

To: Alvin Kingston <akingston@baystlouis-ms.gov>, Jamie Favre <jfavre@baystlouis-ms.gov>

Alvin,

Thank you for identifying this. We are not receiving Paylocity anniversary alerts for all of our employees. Sean Olsen being one of them.

# PAYROLL CHANGE NOTICE

DATE OF CHANGE <b>6-10-24</b>	EMPLOYEE #	SOCIAL SECURITY NO       -
NAME <b>Robert Olsen</b>		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT <b>Police</b>
		SHIFT

## THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input checked="" type="checkbox"/> RATE	<b>\$24.15 / hr.</b>	<b>\$24.65</b>
<input type="checkbox"/> ADDRESS/PHONE		
<input type="checkbox"/> BENEFIT PLAN		
<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> OTHER _____		

## THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> LAYOFF
<input type="checkbox"/> WAGE SCALE CHANGE	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	
TYPE OF LEAVE _____	
<input type="checkbox"/> OTHER (Explain) <b>Longevity Pay</b>	
_____	
_____	

## AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER <b>Jamie E. Lawe</b>	DATE <b>9-16-24</b>

