

From: [REDACTED]
To: "jeffrey E." <jeevacation@gmail.com>
Subject: Re: Fw: Timesheets ASAP
Date: Wed, 03 Jan 2018 17:58:54 +0000

Ok thank you! :)

Then I'll wait to hear from my director, Mary Anne...Let's see what she says.

Because I still haven't received a letter of employment (which I find irresponsible on their side) is why all the confusion now...I didn't know my start date until I emailed multiple people and found out only this morning that it's January 9th. So I am here for you, if you need my help:)

On Wed, Jan 3, 2018 at 12:43 PM, jeffrey E. <jeevacation@gmail.com> wrote:
you are right

On Wed, Jan 3, 2018 at 12:42 PM, [REDACTED] B <renbolotova@gmail.com> wrote:
Sneaky,

Please read the conversation below and let me know if I'm missing something here... Didn't you give them 100k for my full-time employment?

Sincerely,
[REDACTED]

[REDACTED]
Sent: Wednesday, January 3, 2018 12:37 PM
To: [REDACTED] Anne Feeney
Subject: Fw: Timesheets ASAP

Dear Mary Anne,

Sorry to bother you again but I wanted to check with you regarding the below.
I am very confused now...I believe that the funding which IPI received was for my full-time employment and that what was also told by Adam?

Sincerely,
[REDACTED]

From: Dianna Tavaréz
Sent: Wednesday, January 3, 2018 12:26 PM
To: [REDACTED]
Cc: Zelia G. Herrera
Subject: RE: Timesheets ASAP

Hi [REDACTED],

According to my documents you were hired as a full-time Intern, unless you were recently hired as an employee. If that is the case I haven't been informed and then you do qualify for the FSA.

Dianna

From: [REDACTED]
Sent: Wednesday, January 03, 2018 12:24 PM
To: Dianna Tavaréz <tavaréz@ipinst.org>
Cc: Zelia G. Herrera <herrera@ipinst.org>
Subject: Re: Timesheets ASAP

Hi Dianna,

I think you might have been misinformed but, according to my conversation with Mary Anne and Adam, I will be hired as a full-time employee, not as an intern.

Sincerely,

[REDACTED]

From: Dianna Tavaréz
Sent: Wednesday, January 3, 2018 12:20 PM
To: [REDACTED]
Cc: Zelia G. Herrera
Subject: RE: Timesheets ASAP

Hi [REDACTED],

Unfortunately, the FSA is only for full-time employees who are eligible for benefits and you are currently an External Relations Intern therefore, you do not qualify. Also I would not be able to enroll you as the deadline has passed and the system only would allow any new employees who qualify for benefits to enroll after the deadline.

Best,

Dianna

From: [REDACTED]
Sent: Wednesday, January 03, 2018 12:09 PM
To: Dianna Tavaréz <tavaréz@ipinst.org>
Cc: Zelia G. Herrera <herrera@ipinst.org>
Subject: Re: Timesheets ASAP

Hi Dianna,

Happy New Year!

I believe I gave you my timesheet before the office closure?

Also, you just reminded me to follow up with you and Zelia, regarding Flexible Spending Account Enrollment. Although I asked you before and you said it doesn't apply to me but Mary Anne recommended me to reconfirm this with you as, under my new contract, I will be formally employed. Can I still enroll after the deadline?

Thank you and sincerely,

██████████

From: Dianna Tavarez

Sent: Wednesday, January 3, 2018 11:59 AM

To: Aïssata Athie; Masooma Rahmaty; ██████████; Xiomara Ocampo; Patrick Tsai; Andres Augusto Pena Paz; Namie Di Razza; Laura Powers; Harley Henigson

Cc: Zelia G. Herrera

Subject: Timesheets ASAP

Dear All,

Please submit your timesheets ASAP by 2pm.

Best,

Dianna Tavarez

Office Manager

International Peace Institute



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please note

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