

New Employee Approval/ Change of Employee Status Form

Employee Information To be completed by the Department Head/Supervisor.

The department head must complete section 1, and forward to the Auditor's HR/ Accounting Office for inclusion on the next Board agenda. Approval from the Board must be received before any work is performed. Once approved, payroll documents (section 3) will be completed by the Accounting Department. Paychecks will not be issued until all payroll forms are complete and Board approval (Section 2) granted.

Name of Employee Elizabeth (Ely) Martinez
Date of Employment 7/24/23 Department Auditor/Recorder
Job Auditor/Recorder Assistant - Vitals, DNR, RE Transfers, & Elections
Pay Rate 20.75 Title _____
Employee Status Full Time Part Time Temporary
Budget Neutral Change Yes No

New Employee

References checked Yes No
Number hours per week 40 (Full Time is 32+ hrs/wk) If temporary, end date _____
Job Posting Dates From 6/15/2023 to 7/14/2023 (10 Days Required)
Job Description/Grading Complete? Yes No Union Employee
Physical Complete? Yes, Date: _____ N/A Driver's License Check Yes No

Existing Employee Change of Status

Date of Change _____
Position Title from _____ to _____
Pay Rate from _____ to _____

Date 7/14/23 Tentative Department Head Approval *Nan Benson*

Section 1 must be completed BEFORE going to the Auditor's HR/ Accounting Department
The HR/Accounting Department will send for inclusion on the next board meeting.
Once signed/ approved form needs to be returned to the Auditor's HR/ Accounting Department

Section 2 - Board Approval Obtain Board Signature below or attach meeting minutes containing approval.

APPROVAL/
DISAPPROVAL

_____/_____/_____
Board of Supervisors (yes or no + initials) _____