

NEW EMPLOYEE APPROVAL/CHANGE OF EMPLOYEE STATUS FORM

SECTION I. To be completed by the Department Head/Supervisor

1. Name of Employee Tyler Renze

2. Date of Employment 9/17/2023 Pay rate \$26.45/hr

3. Department Conservation Job Title Natural Resource Manager

4. Attach Documentation--References checked Yes No

5. Date Physical Given N.A. Driver's License Check N.A.

6. Job Posting Dates: From 7/28/23 to 8/21/23 (10 Days Required)

7. Job Description/Grading Complete? Yes No Union Employee

8. New Employee: Number hours per week N.A. (Full Time is 32 or more hrs/wk)
If temporary, end date N.A.

9. Change of Employee Status: Effective Date 9/17/2023
Status From Maintenance Tech. to Natural Resource Manager

Date 9/6/23 Tentative Approval [Signature]

SECTION II. This form with the attachments and payroll forms should be forwarded to the Auditor's Office for processing and placement on the next Board of Supervisors' agenda for approval. Paychecks will not be issued until all forms are complete and Board approval granted.

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

Sections I and II must be completed BEFORE going to Auditor's Accounting Department

SECTION III. To be completed by payroll personnel (Auditor Office)

- 1. Are you a full time student at this time? Yes No
- 2. W-4 and IA W-4 (Federal and State withholding certificates)
- 3. I-9 Employment Eligibility Verification Form
- 4. IPERS Beneficiary Form and Book (Not needed for full time students)
- 5. Health, Life, Dental, & Voluntary Accident Insurance
- 6. Part-time: 1) Individual Health Care Plan 2) Health Ins Referral Form
- 7. Direct Deposit
- 8. Credit Union Brochure
- 9. Deferred Comp Information
- 10. Personnel Policy or Bargaining Unit Agreement, whichever is applicable
- 11. Sexual Harassment Policy and Family Medical Leave (if not under County Personnel Policy)

I have completed the forms and received the documents, as noted above.

DATE _____ EMPLOYEE Signature _____