

New Employee Approval/Change of Employee Status Form

Section 1 – Employee Information | To be completed by the Department Head/Supervisor.

The department head must complete section 1, and send to the Board of Supervisor's Clerk & HR/Acct for inclusion on the next Board agenda before any work is performed. Once approved, payroll documents will be completed by the Accounting Department. Paychecks will not be issued until all payroll forms are complete and Board approval is granted.

Name of Employee Rene Hernandez-Andrade
Date of Employment 9/24/2026 Department Buildings and Grounds
Pay Rate 22.50 Job Title Maintenance Tech 1
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 8/6/2026 to 9/17/2026 *10 Days Required*
Job Description/Grading Complete? ☐ Yes ☐ No ☐ Union Employee
Physical Complete? ☐ Yes, Date: _____ ☒ N/A Driver's License Check ☒ Yes ☐ No ☐ N/A

Existing Employee Change of Status

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

Date 9/17/2026 Tentative Department Head Approval 

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

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

Sections 1 and 2 must be completed BEFORE going to Auditor's HR/Accounting Department

Section 3 – New Hire Process | To be completed by accounting payroll personnel only

Benefits	☐ Benefit Summary – Welcome to Marshall County
	☐ LTD/STD
	☐ Personnel Policy Acknowledgement - Available on ESS or printed upon request
	☐ Ease Benefits: Health, Dental, Vision, Flexible Spending (Health/DC), Voluntary Life, Deferred Comp, EAP, & Credit Union
	☐ ISAC AD&D
Forms	☐ W-4s - Federal and Iowa Tax Forms
	☐ I-9 - 2 IDs Verified/Employment Eligibility Verification Form
	☐ Direct Deposit - voided check or letter from bank
	☐ Required County Forms Signed- Handbook Acknowledgement, Gross up Authorization
	☐ Voluntary Forms – Voluntary Accident Insurance, Flexible Spending
Set up	☐ Set up in Incode
	☐ ESS set up ☐ Email sent with training document
	☐ Employee Reported to IPERS ☐ Centralized Employee Registry
	☐ Employee Deductions/Benefits added to profile/spreadsheets
	☐ Ease Enrollment ☐ ISAC Enrollment