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: Nancy Pins

Date of Employment: 11/4/2026 Department: Public Health

Pay Rate: $34.00 Job Title: PRN Nurse

Employee Status: ○ Full Time ◉ Part Time ☐ Temporary

Budget Neutral Change: ○ Yes ◉ No

New Employee

References checked: ◉ Yes ○ No

Number hours per week: 5-10 (Full Time is 32+ hrs/wk) If temporary, end date: _____

Job Posting Dates From: 6/12/2026 to: 6/29/2026 *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 10/29/2026 **Tentative Department Head Approval** Sydney Greene

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