ESTABLISHED 1975 PAY	ROLL F	ORM		Revised 10-14-2021
TETON	NEW EMPLOY	E	EMPLOYEE NAME:	Dan Leemon
STATE OF IDAHO	CHANGE EXIS	TING EMPLOYEE		
TO BE COMPLETED BY SU			TO BE COMPLETED	BY EMPLOYEE
Start Date:			Mailing Address:	
Department: Planning			City, State, Zip:	
Position: Recreation and Environmental Planner			Physical Address:	
Base hours per week: 40 hours			City, State, Zip:	
Current Status: Full Time Part Time no benefits			Telephone:	
REQUEST EFFECTIVE DATE:.4/25/2025			Emergency Contact:	
			ER Contact phone #:	
ALL NEW HIRES & PAY INCR BOARD OF CO	EASES MUST BE		TO BE COMPLETED	BY PAYROLL DEPARTMENT
Pay Rate: \$33.00	Hourly		DATE OF FIRST PAYCHE	
	Salaried	PAYROLL CHANGES	INSURANCE ELIGIBILITY	
Employee Pay Grade:	9	CAN ONLY OCCUR AT THE BEGINNING OF A NEW PAY PERIOD	W-4	
Budget Account # 1 21 40200			 	
FUND	DEPT	ACCOUNT	Supporting ID for	I-9
Change Rate of Pay:			Direct Deposit	
Merit Increase (attach Performance Evaluation)			Personnel Manual Acknowledgement	
Promotion	Other		PERSI Forms	118 for Law Enforcement
From				Seasonal Form
То			Add Benefit Sick Leave Hrs.	
<u> </u>			Notify I.T.	Facilities
Termination (Must attach Employee Separation Report): Last Day Worked:			Contact AFLAC r	
			Contact NBS (La	ura Woolston)
Voluntary	Discharged	Laid Off		
Comments: This is an exempt 40 hours a week position.			Accrual Activation Date for	Benefited Employee
			Entered by:	Date:
SIGNATURE				
Submitted by:	Dan Reyes			April 25, 2025
Approved by the Board of				Date
County Commissioners:				Data
Deliver this original form to	the County Ma	nager and a conv to the	Pavroll Department	Date