

**PAYROLL FORM**

NEW EMPLOYEE

☒ CHANGE EXISTING EMPLOYEEEMPLOYEE NAME: Burris, Joshua**TO BE COMPLETED BY SUPERVISOR**

Start Date: _____

Department: ProbationPosition: Probation DirectorBase hours per week: 40 hoursCurrent Status: ☒ Full Time ☐ Part Time no benefits**REQUEST EFFECTIVE DATE: 20250719****ALL NEW HIRES & PAY INCREASES MUST BE APPROVED BY THE BOARD OF COUNTY COMMISSIONERS**

Pay Rate: _____ Hourly

\$62,400.00 SalariedEmployee Pay Grade: 9**PAYROLL CHANGES
CAN ONLY OCCUR AT
THE BEGINNING OF A
NEW PAY PERIOD**Budget Account # 206 62 40200
FUND DEPT ACCOUNT☐ **Change Rate of Pay:**☐ Merit Increase (attach Performance Evaluation)☐ Promotion _____ X Other _____From \$25.81To \$30.00☐ **Termination (Must attach Employee Separation Report):**

Last Day Worked: _____

☐ Voluntary ☐ Discharged ☐ Laid Off**Comments: This raise is for the promotion from Probation Officer to Probation Director.****TO BE COMPLETED BY EMPLOYEE**

Mailing Address: _____

City, State, Zip: _____

Physical Address: _____

City, State, Zip: _____

Telephone: _____

Emergency Contact: _____

ER Contact phone #: _____

TO BE COMPLETED BY PAYROLL DEPARTMENT

DATE OF FIRST PAYCHECK: _____

INSURANCE ELIGIBILITY DATE: _____

☐ W-4☐ I-9☐ Supporting ID for I-9☐ Direct Deposit☐ Personnel Manual Acknowledgement☐ PERSI Forms ☐ 118 for Law Enforcement☐ Seasonal Form☐ Report New Hire to ID Dept. of Labor☐ Add Benefit Sick Leave Hrs.☐ Notify I.T. ☐ Facilities ☐ R&B☐ Contact AFLAC representative☐ Contact NBS (Laura Woolston)

Accrual Activation Date for Benefited Employee _____

Entered by: _____ Date: _____

SIGNATURESubmitted by: Dan ReyesJuly 11, 2025

Date

Approved by the Board of
County Commissioners: _____

Date

Deliver this original form to the County Manager and a copy to the Payroll Department