



PAYROLL FORM

- NEW EMPLOYEE
- CHANGE EXISTING EMPLOYEE

EMPLOYEE NAME: Heather Russon

TO BE COMPLETED BY SUPERVISOR

Start Date: May 6, 2022

Department: Elections

Position: Tempory Elections Clerk

Base hours per week: Variable

Current Status: Full Time Part Time no benefits

REQUEST EFFECTIVE DATE: _____

ALL NEW HIRES & PAY INCREASES MUST BE APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

Pay Rate: \$15.00 Hourly
\$ Salaried

PAYROLL CHANGES CAN ONLY OCCUR AT THE BEGINNING OF A NEW PAY PERIOD

Employee Pay Grade: _____

Pay Rate is _____ % of market rate

Budget Account # 001 15 40500
FUND DEPT ACCOUNT

- Change Rate of Pay:
 - Merit Increase (attach Performance Evaluation)
 - Promotion Other _____
 - From \$ _____
 - To \$ _____

Termination (Must attach Employee Separation Report):
 Last Day Worked: _____

- Voluntary Discharged Laid Off

Comments:

Temporary Elections work

TO BE COMPLETED BY EMPLOYEE

Mailing Address: _____

City, State, Zip: _____

Physical Address: _____

City, State, Zip: _____

Email Address: _____

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: _____

SIGNATURE

Submitted by: _____ Date _____

Approved by the Board of County Commissioners: _____ Date _____

Deliver this original form to the Holly and a copy to the Payroll Department