



PAYROLL FORM

Revised 4-14-2022

- NEW EMPLOYEE
- CHANGE EXISTING EMPLOYEE

EMPLOYEE NAME: Trey Christopher Trusty

TO BE COMPLETED BY SUPERVISOR

Start Date: May 20, 2024

Department: Prosecuting Attorney's Office

Position: Criminal Deputy Prosecuting Attorney

Base hours per week: 16 (May-July) 40 (Aug. 1 onward)

Current Status: Full Time Part Time no benefits

REQUEST EFFECTIVE DATE: May 20, 2024

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

Pay Rate: \$ 46.50 Hourly

\$ 95,000 Salaried

Employee Pay Grade: 6

Pay Rate is _____ % of market rate

Budget Account # _____

FUND DEPT ACCOUNT

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

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:

TO BE COMPLETED BY EMPLOYEE

Maili _____

City, _____

Phys _____

City, _____

Ema _____

Tele _____

Eme _____

ER (_____

TO

DAT _____

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