

HUERFANO COUNTY

PAYROLL STATUS CHANGE

EFFECTIVE DATE

1/13/2023

NAME: **Lydia Martinez**

PAYROLL :

1/20/2023

CHANGE OF ADDRESS/PHONE

STREET

CITY, STATE, ZIP

TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	Executive Assistant	
DEPARTMENT	Administration	
HOURS		
ANNUAL SALARY	\$40,000.00	
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	

REASON FOR CHANGE

NEW HIRE

REHIRED

PROMOTION

DEMOTION

TRANSFER

RESIGNATION

RETIREMENT

LAYOFF

ADMINISTRATIVE LEAVE PAID

ADMINISTRATIVE LEAVE UN-PAID

TERMINATION

LENGTH OF SERVICE INCREASE

REEVALUATION OF CURRENT JOB

INTRODUCTORY PERIOD COMPLETED

OTHER

COMMENTS, IF NECESSARY

Motion to Accept the Resignation of Lydia Martinez on January 13, 2023

Elected Official/Department Manager

Chairman

Date

Date

Date to Finance Office: _____

