

PAYROLL STATUS CHANGE	EFFECTIVE DATE
	8/1/2024

NAME: Alan Ruiz	PAYROLL :	8/1/2024
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CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	Detention	
DEPARTMENT	Jail	
HOURS		
ANNUAL SALARY	\$38,000.00	
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	


REASON FOR CHANGE

NEW HIRE	RESIGNATION	LENGTH OF SERVICE INCREASE
REHIRED	RETIREMENT	REEVALUATION OF CURRENT JOB
PROMOTION	LAYOFF	INTRODUCTORY PERIOD COMPLETED
DEMOTION	ADMINISTRATIVE LEAVE PAID	OTHER
TRANSFER	ADMINISTRATIVE LEAVE UN-PAID	

TERMINATION

COMMENTS, IF NECESSARY

Motion to accept the Termination of Alan Ruiz effective Immediately. Reason for Termination is due to Alan not contacting the HR Liaison since July 19, 2024.

 Elected Official/Department Manager	Chairman
Date 08/01/24	Date
Date to Finance Office: _____	