

HUERFANO COUNTY

GREEN SHEET/STATUS CHANGE		EFFECTIVE DATE
		5/30/2023
NAME: Kyla Witt	PAYROLL :	6/9/2023

CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		Admin Assistant
DEPARTMENT		Land Use
HOURS		
ANNUAL SALARY		\$35,000.00
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		Non-Exempt

REASON FOR CHANGE

<p style="text-align: center;">NEW HIRE</p> <p style="text-align: center;">REHIRED</p> <p style="text-align: center;">PROMOTION</p> <p style="text-align: center;">DEMOTION</p> <p style="text-align: center;">TRANSFER</p>	<p style="text-align: center;">RESIGNATION</p> <p style="text-align: center;">RETIREMENT</p> <p style="text-align: center;">LAYOFF</p> <p style="text-align: center;">ADMINISTRATIVE LEAVE PAID</p> <p style="text-align: center;">ADMINISTRATIVE LEAVE UN-PAID</p>	<p style="text-align: center;">LENGTH OF SERVICE INCREASE</p> <p style="text-align: center;">REEVALUATION OF CURRENT JOB</p> <p style="text-align: center;">INTRODUCTORY PERIOD COMPLETED</p> <p style="text-align: center;">OTHER</p>
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COMMENTS, IF NECESSARY

Motion to Approve New Hire Kyla Witt as Administrative Assistant in the Land Use Department.

Elected Official / Department Head Date

Angela Wakeman 5/22/2023
Human Resources Officer Date

John Galusha, Chairman Date

Budget Officer Date

Date Inputted Into System