

HUERFANO COUNTY

# PAYROLL STATUS CHANGE

EFFECTIVE DATE

1/4/2024

NAME:

**Cheryl Pacheco**

PAYROLL :

1/5/2024

CHANGE  
OF  
ADDRESS/  
PHONE

STREET

CITY, STATE, ZIP

TELEPHONE

CHANGE

FROM

(DOES NOT APPLY TO NEW EMPLOYEE)

TO

JOB TITLE

**Extension Office Clerk - PT**

DEPARTMENT

**Parks & Recreation**

HOURS

ANNUAL SALARY

SEMI-MONTHLY  
SALARY

HOURLY SALARY

**\$18.34**

OTHER SALARY

**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 the Layoff of Cheryl Pacheco as Part Time Extension Office Clerk and an Authorization for the Chair to Sign the Severance Agreement in the Amount of \$3,105.33.**

\_\_\_\_\_  
Elected Official/Department Manager

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Date to Finance Office: \_\_\_\_\_