

HUERFANO COUNTY

GREEN SHEET/STATUS CHANGE		EFFECTIVE DATE
		9/19/2024
NAME: Victoria Sanchez	PAYROLL :	10/11/2024

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		Detention Lieutenant
DEPARTMENT		Jail
HOURS		
ANNUAL SALARY		Comp Time Payout
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	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	

COMMENTS, IF NECESSARY

Motion to Approve the Comp time payout of 54.12 hours to Victoria Sanchez in the amount of \$988.73.

 _____ 09/19/2024
Elected Official / Department Head Date

 _____ 9/19/2024
Human Resources Officer Date

Chairman Date

Budget Officer Date

Date Inputed Into System