

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		<b>11/21/2022</b>
NAME:	<b>Name: Melanie Pettie</b>	PAYROLL :
		<b>12/15/2022</b>

<b>CHANGE OF ADDRESS/ PHONE</b>	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		<b>Secretary</b>
DEPARTMENT		<b>Sheriff</b>
HOURS		
ANNUAL SALARY		
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		<b>Non-Exempt</b>

**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	<u>OTHER</u>
TRANSFER	ADMINISTRATIVE LEAVE UN-PAID	

COMMENTS, IF NECESSARY

**Motion to Approve Melanie Pettie's Comensatory Payout of 116.07 hours through November 21, 2022 for \$3,529.28**

I Angela Wakeman HR Coordinator certify that the above presented information has been requested by the Department Head and or Elected Official directly responsible for the employee named within. I certify that I have received all proper documentaion and that I have entered the information on the Green Sheet to reflect the change as requested.

Angela Wakeman  
Signature of Preparer

11/21/2022  
Date Signed

Gerald A. Cisneros, Chairman

John Galusha, Vice-Chairman

Arica Andreatta, Commissioner

Date

Date to Finance Office: