

REQUEST FOR EMPLOYMENT OR CHANGE IN STATUS

DATE _____

PAYROLL NAME OF EMPLOYEE _____

EFFECTIVE DATE OF CHANGE _____ DEPARTMENT _____
JOB TITLE _____ STEP _____

**** STATUS: _____ NEW EMPLOYMENT
_____ REHIRE
_____ REGULAR _____ TEMPORARY
_____ FULL-TIME _____ PART-TIME
_____ SALARY CHANGE
_____ TRANSFER
_____ DROP FROM PAYROLL

NAME OF EMPLOYEE BEING REPLACED _____

TITLE OF EMPLOYEE BEING REPLACED _____

BUDGETED SALARY FOR JOB TITLE \$ _____

SPECIAL INSTRUCTIONS (i.e., auto allowance, etc.) _____

PRESENT SALARY AMOUNT \$ _____

PROPOSED SALARY AMOUNT \$ _____

NOTE: IF SALARY REQUESTED IS NOT WITHIN BUDGETED ENTRY LEVEL SALARY FOR THIS POSITION, PLEASE ATTACH A COPY OF THE APPROVED BUDGET AMENDMENT ORDER.

Signature of Elected Official /Department Head

(A notarized "Affidavit" is also required for all new employment and promotion payroll entries.)

PAYROLL USE

EMPLOYEE NUMBER _____

FROM _____ HOURLY RATE TO _____ HOURLY RATE

AFFIDAVIT

I _____, do hereby certify that _____ meets the minimum qualifications and performs all job requirements as described by his or her job description. I further certify that I, or someone under my direction, has verified the employee named herein possesses the degrees and other prerequisites required by this job. I hereby certify this employee is qualified for the position he or she is presently assigned. I further recommend or deny (please circle) the following salary of \$ _____/hour for this employee, not to exceed the maximum allowed by the Ector County Commissioners' Court.

Elected Official/Department Head Signature

STATE OF TEXAS X
COUNTY OF ECTOR X

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of _____, 20____.

(SEAL)

Notary Public, State of Texas

(This form is required on all new employment and promotion payroll transactions. Affidavit must be signed by Elected Official/ Department Head, notarized and forwarded to Payroll Department prior to an employee being entered into payroll system or prior to salary change due to promotion.)