



FORT BEND COUNTY EMPLOYEE ACTION FORM

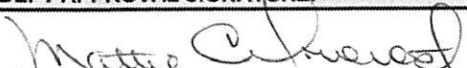
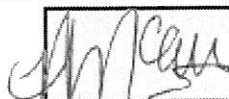
EMPLOYEE INFO (required):		ACTION TO BE TAKEN: Click on a box to select the action		
Effective Date: 07/12/2024 07/10/2024		<input type="checkbox"/> New Hire	<input type="checkbox"/> Rehire	<input type="checkbox"/> Transfer
Department: 5601D-Sheriff-Detention		<input type="checkbox"/> Reclassification	<input type="checkbox"/> Pay Change	<input checked="" type="checkbox"/> Data Change
Location: Sheriff's Office (Williams Way)		<input type="checkbox"/> Demographic Change	<input type="checkbox"/> Leave	<input type="checkbox"/> Termination
Employee ID: 1001520		Select a Reason: <u>Data Change-Location Change</u>		
First Name: Kimberly		2nd Reason (optional): *		
Middle Initial:				
Last Name: Leach				

NEW DEMOGRAPHIC INFO: Enter new or updated demographic info for new hires, rehires or existing employees	
Physical Add: _____ <small>(address, city, state, zip code)</small>	Home Phone: _____
Mailing Add: _____ <small>(address, city, state, zip code)</small>	Cell Phone: _____
Marital Status: _____ *	Former Name: _____ <small>(name change only)</small>

NEW POSITION INFO: Enter the new position info for new hires, rehires, transfers, reclassifications, pay change or data change			
Position #: 5601-0012	Position Title: Lieutenant (DETENTION)		
Pay Schedule: LAW-ENFRC	Grade: L07	Base Pay Rate: \$48.76 /hour	
Status: FULL TIME	Exemption: NON-EXEMPT 43	Accounting Unit: 100512100 100560100	
Supplemental Pay Type: _____	Amount: _____ /biweekly		

GRANT/CONTRACT INFO: Enter accounting unit/activity for new or existing employees transferring to/from a grant, project or contract		
<input type="checkbox"/> Add/Transfer To:	Accounting Unit: _____	Activity: _____
<input type="checkbox"/> Remove/Transfer From:	Accounting Unit: _____	Activity: _____
If employee's salary should be split between multiple accounting distributions, please explain: _____		

QRW INFO: Complete this section for full time new hires, rehires and transfers	
MINIMUM QUALIFICATIONS FOR POSITION:	CANDIDATE'S QUALIFICATION FOR POSITION:
KNOWLEDGE:	KNOWLEDGE:
EXPERIENCE:	EXPERIENCE:
SPECIAL REQUIREMENTS:	SPECIAL REQUIREMENTS:

COMMENTS: Data Change moving Position from Criminal Investigation Division (CID) to Detention as approved by Commissioners Court dtd 07 10 24	
DEPT APPROVAL SIGNATURE: 	DATE: 07 12 2024
 07.17.24 For HR Use Only	

*Please email, fax or send interoffice to Human Resources