



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 04/29/2021 Current Slot No.: 0009  
 Department Name: County Treasurer Current Position Title: Payroll Clerk II  
 Department No.: 150-001 Requested Position Title: Payroll Clerk II

**ALLOWANCE REQUEST:** Type of Allowance

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 2,750.00</u>	<u>\$ 2,200.00</u>	<u>-\$ 550.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 550.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other

**POSITION TYPE:**  Full Time Regular Object Code 113     Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121     Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt    **FLSA:**  Exempt  
 Non-Exempt     Non-Exempt

**JUSTIFICATION / PRIORITY:** (Explain why this allowance request is essential)

This adjustment is to create parity between the clerks that assist in the processing of payroll for the Hidalgo County Drainage District #1.

**COMMENTS:** (Any comments you wish to make regarding this request, attach additional pages if needed)

Department Head

04/29/2021  
 Date

Department of Human Resources

4/30/21  
 Date

Department of Budget & Management

04/30/2021  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.**

Date: 04/29/2021 Current Slot No.: 0010  
 Department Name: County Treasurer Current Position Title: Payroll Clerk III  
 Department No.: 150-001 Requested Position Title: Payroll Clerk III

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 2,750.00</u>	<u>\$ 2,200.00</u>	<u>-\$ 550.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 550.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other \_\_\_\_\_

**POSITION TYPE:**  Full Time Regular Object Code 113     Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121     Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt    **FLSA:**  Exempt  
 Non-Exempt     Non-Exempt

**JUSTIFICATION / PRIORITY:** *(Explain why this allowance request is essential)*

This adjustment is to create parity between the clerks that assist in the processing of payroll for the Hidalgo County Drainage District #1.

**COMMENTS:** *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Department Head  
  
 Department of Human Resources  
  
 Department of Budget & Management

04/29/2021  
 Date  
4/30/21  
 Date  
04/30/2021  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 04/29/2021 Current Slot No.: 0011  
 Department Name: County Treasurer Current Position Title: Cashier II  
 Department No.: 150-001 Requested Position Title: Cashier II

**ALLOWANCE REQUEST:** *Type of Allowance*

Position    
  Interpreter    
  Clothing    
  Supplemental    
  Auto

<b>ALLOWANCE AMOUNT:</b>	\$ 1,100.00	\$ 2,200.00	\$ 1,100.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 1,100.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds  
 Salary Adjustment    
  Other

**POSITION TYPE:**
 Full Time Regular Object Code 113    
 Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121    
 Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt     **FLSA:**  Exempt  
 Non-Exempt      Non-Exempt

**JUSTIFICATION / PRIORITY:** *(Explain why this allowance request is essential)*

This adjustment is to create parity between the clerks that assist in the processing of payroll for the Hidalgo County Drainage District #1.

**COMMENTS:** *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Department Head  
  
 Department of Human Resources  
  
 Department of Budget & Management

04/29/2021  
 Date  
 4/30/21  
 Date  
 04/30/2021  
 Date