



THE OFFICE OF:
JEFFERSON COUNTY
AUDITOR'S OFFICE

Date: _____

(Employee's Name)

(Department of Employment)

The County will hold your 1st full week of work check. Once you are no longer a Jefferson County employee, you will receive the 1st week's withheld pay immediately following termination of employment.

1st Week Amount To Be Withheld: _____

(New Employee Signature)

(Human Resource Signature)