



# City of Albuquerque

Human Resources Department

400 Marquette NW, City Hall, 7th Floor Albuquerque, NM 87103

June 08, 2005

## Employment Information Form (P2)

We hope that you will enjoy your work with the City. Below is the information regarding your employment status. Please keep this document and all attachments for future reference.

~~Austin Carol~~ *Carol Austin*  
3103 Sierra Dr NE  
Albuquerque, New Mexico

Phone Number: (505)8812642

Job Code: UN60AA Title: CITIZEN CONTACT AGENT I  
Job Grade: UNCL Step:

**Pay:** Your hourly rate is \$12.25 You will receive a paycheck every other Friday by direct deposit. On payday, you will receive a Statement of Earnings and Deductions which indicates your gross pay and voluntary/mandatory deductions. Save this Statement of Earnings and Deductions for future reference.

- Time & Place to Report to Worksite:  
Date: 06/14/2005 Day: Tuesday Time: 08:00 AM  
Location: Plaza Del Sol, 6th Floor  
Department: Finance & Administrative Services  
Supervisor: Michael Padilla
- Employment Status:  
Unclassified
- Health/Dental Benefits: Classified / unclassified employees have 30 days from the date of hire to enroll in health, dental or life benefits. Human Resources Staff will provide you with a Health Care Information Booklet that describes enrollment policies and available choices.  
**Bring this from with you when you enroll in health, dental or life insurance.**

I will provide my supervisor with this document upon reporting to my worksite.  
I have read and understand the above-listed information.

*Carol Austin*  
Employee Signature

*6-13-05*  
Date

*Patricia M. Refiano*  
Prepared by Human Resources Department

New Employee Orientation Form March 2002



CITY OF ALBUQUERQUE  
PERSONNEL ACTION  
PROCESS DATE: 06/20/2005

NEW HIRE

LOCATION.....: CITY  
SOCIAL SECURITY NO.: 525171988  
NAME.....: AUSTIN, CAROLL  
3103 SIERRA DR NE  
ALBUQUERQUE NM 87110  
EFFECTIVE: 2005/06/11

ORGANIZATION.....: FA3110000      POSITION CODE.....: UN60AA  
TITLE.....: Citizen Contact Agent 1  
STANDARD HOURS.....: 80.0000      UNION CODE.....: UN  
PAYROLL GROUP.....: UNCL      PAYROLL UNIT.....: OFA311000  
PAYROLL CYCLE.....: B      TAX GROUP.....: FICA  
GRADE.....:      SHIFT(STEP).....: 00  
PAY RATE.....: 12.2500  
HIRE DATE.....: 2005/06/11      BIRTH DATE.....: 1972/09/28  
EEOC JOB CATEGORY...: 5      SEX.....: F  
ETHNIC.....: S  
REASON.....: NEW      NEW

REMARKS:  
UNCLASSIFIED HIRE FROM ADV.# 5658 EMM 06/09/05.

ENTERED BY.: ERNEST MONTOYA  
REVIEWED BY:

DATE: 2005/06/09

HR EMPLOYMENT.....: ERNEST MONTOYA      2005/06/20  
HR PROCESSOR.....: PATRICK PETRACCA      2005/06/20  
\*\*\*\*\* PERSONNEL ACTION \*\*\*\*\*

Personnel Copy