

PAYROLL CHANGE REPORT

Today's Date: <u>2/1/2020</u>	Effective Date: <u>2/16/2020</u>
Hire Date: <u>2/14/2019 Re-Hired</u>	Hours Worked: <u>1 Year with 1 Year Seniority</u>
Employee's Name: <u>Achol Ogud- 2nd Shift</u>	
Department: <u>IQF</u>	

CHANGE (S)		FROM	TO
X	Rate	\$12.60	\$12.85
	Shift Differential	\$0.50	\$0.50
	Total	\$13.10	\$13.35

REASON (S) FOR THE CHANGE (S)							
Seniority Increase (Circle One)	3 Month	6 Month	1 Year	18 Month	2 Year	Annual	
Merit Increase							
Other-Job Transfer/Promotion Increase							

ADDITIONAL COMMENTS
Zero Unexcused Absences

Authorized by: <u><i>N. B. [Signature]</i></u> (Department Manager)	Date: <u>1-30-20</u>
Guideline verified: <u><i>Lori Lanson</i></u> (Human Resources)	Date: <u>1-29-2020</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>1/31/20</u>

CMG
 2-18
 Sent
 1-21
 pay/benefit

EMPLOYEE PERFORMANCE REVIEW



Name: Achol Ogud
 Department: IQF

Hire Date: 2/14/2019
Evaluation Period: 1 Year
TOTAL SCORE: 25

Job Knowledge: Consider the employee's understanding of related job duties and procedures.	Circle One: 1 Low-to 5-High 1 2 3 x 5
Performance Comments: shows excellent knowledge about the products and assignments.	

Work Quality: Consider the extent to which completed work is accurate, neat, well organized and thorough.	Circle One: 1 Low-to 5-High 1 2 x 4 5
Performance Comments: never neglects the smallest details.	

Work Quantity: Consider the extent to which the amount of work completed compares to quantity standards for the job.	Circle One: 1 Low-to 5-High 1 2 3 x 5
Performance Comments: Encourages other around her to work at a high level like her.	

Cooperation: Consider the extent to which the employee works cooperatively with others; treats others with respect.	Circle One: 1 Low-to 5-High 1 2 x 4 5
Performance Comments: works well with others.	

Work Initiative: Consider the extent to which the employee shows initiative in making work improvements, identifies and corrects errors, develops new work tasks or solves problems.	Circle One: 1-Bad to 5-Great 1 2 x 4 5
Performance Comments: Always ready to take over new takes when ever needed.	



EMPLOYEE PERFORMANCE REVIEW

Safety: Consider the extent that the employee follows every safety practice and is conscientious of overall safety.	Circle One: 1-Bad to 5-Great 1 2 x 4 5
Performance Comments: watches out for safety issues.	

Attendance: Supports team performance.	Circle One: 1 Low-to 5-High 1 2 3 4 x
Performance Comments: Is here on time and always ready to go.	

Number of Unexcused Absences: **0**

Eligible for Pay Raise:

Yes
 No

Current Rate: \$ **13.10**

New Rate: \$ **13.35**

Effective Pay Period: **02/16/2020**

Employee Signature: Achol Ogud

Manager/Supervisor Signature: William Kluck

Date Completed: 2-19-20