

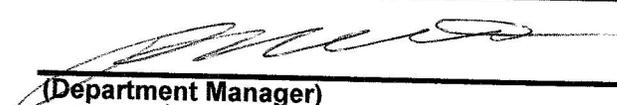
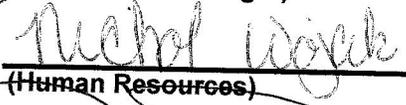
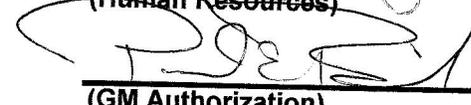
PAYROLL CHANGE REPORT

Today's Date: <u>12/28/2016</u>	Effective Date: <u>1/30/2017</u>
Hire Date: <u>2/3/2015</u>	Hours Worked: <u>2 Year</u>
Employee's Name: <u>Ajweo Ogala</u>	
Department: <u>IQF</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.00	\$11.50
	Shift Differential		-
	Total	\$11.00	\$11.50

REASON (S) FOR THE CHANGE (S)						
Seniority Increase (Circle One)	480 HRS	6 Month	1 Year	1 1/2 Year	2 Year	Annual
Merit Increase (level 2)						
Other						

ADDITIONAL COMMENTS

Authorized by: <u></u> (Department Manager)	Date: <u>1/4/17</u>
Guideline verified: <u></u> (Human Resources)	Date: <u>12-29-16</u>
<u></u> (GM Authorization)	Date: <u>1/4/17</u>

TPI-4-17
 MCO

4 - Absences



3month/6month Evaluation

Employee Name: <u>Aiweo Ogala</u>	Department: <u>FOF</u>
Job Title:	Hire Date: <u>2-3-15</u>
Supervisor: <u>Matt Heaton</u>	Evaluation Period: <u>2 year</u>

Tasks	Criteria	Acceptable	Needs Improvement	Not Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Notifies supervision in advance if unable to report to work as scheduled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Communicates information accurately, timely, and respectfully	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows all QA & Food Safety Awareness policies & procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	• Able to get along with others and help them complete tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does work without being constantly reminded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed? <hr/>	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work? <hr/>	If obstacles or barriers exist, what has been done to eliminate them?

For Employees at their 3 month and 6 month milestone, please mark one:

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

<p style="text-align: center;">Supervisor Comments <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i></p> <p style="font-size: 1.5em; text-align: center;">Great job keep up the good work.</p>
<p style="text-align: center;">Employee Comments</p>

This Evaluation has been reviewed with me on this date:

Employee Signature: <i>AJWP</i>	Date: <i>1-4-17</i>
Supervisor Signature: <i>[Signature]</i>	Date: <i>1-4-17</i>

11:00 to 11:50