

# PAYROLL CHANGE REPORT

Today's Date: <u>5/1/2019</u>	Effective Date: <u>6/3/2019</u>
Hire Date: <u>11/28/2018</u>	Hours Worked: <u>6 Month</u>
Employee's Name: <u>Akwata Okwier- 2nd Shift</u>	
Department: <u>IQF</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.75	\$11.25
	Shift Differential		
	Total	\$10.75	\$11.25

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
<b>Zero Unexcused Absences</b>

Authorized by: <u><i>Nestor B. ...</i></u> (Department Manager)	Date: <u>5-1-19</u>
Guideline verified: <u><i>Nichol ...</i></u> (Human Resources)	Date: <u>4-30-19</u>
<u><i>Paul E. ...</i></u> (GM Authorization)	Date: <u>5/2/19</u>

*CMG 6-4-19*  
*[Signature]*  
*NEW 5-2-19*



## EMPLOYEE PERFORMANCE REVIEW

Name: Akwata Okwier	Hire Date: 11-28-18
Department: IQF	Evaluation Period: 6 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge			X		
Productivity		X			
Work Quality		X			
Work Consistency		X			
Cooperation		X			
Attitude		X			
Initiative		X			
Work Relations		X			
Communication Skills			X		
Dependability		X			
Adherence to Policy		X			
Punctuality		X			
Attendance	X				

Number of Unexcused Absences: 0

Eligible for Pay Raise:  YES  No

Current Rate: \$ 10.75

New Rate: \$ 11.25 Effective Pay Period: 6-2-19

Employee Signature: Akwata Okwier

Manager Signature: [Signature]

Date Completed: [Signature] 6-23-19