

# PAYROLL CHANGE REPORT

Today's Date: <u>5/1/2022</u>	Effective Date: <u>5/22/2022</u>
Hire Date: <u>11/22/2021</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Alisha Martin</u>	
Department: <u>IQF</u>	

	CHANGE (S)	FROM	TO
X	Rate	\$14.50	
	Shift Differential		No Raise Due To Attendance
	Total		

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	60 Day	6 Month	1 Year	18 Month	2 Year	Annual
	Merit Increase						
	Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS

Authorized by: _____	Date: _____
(Department Manager)	
Guideline verified: _____	Date: _____
(Human Resources)	
_____	Date: _____
(GM Authorization)	