

# PAYROLL CHANGE REPORT

Today's Date: <u>2/1/2020</u>	Effective Date: <u>2/23/2020</u>
Hire Date: <u>8/19/2019</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Ariet Oman- 1st Shift</u>	
Department: <u>Patty Machine Operator</u>	

CHANGE (S)		FROM	TO
X	Rate	\$13.10	\$13.35
	Shift Differential		
	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
<b>One Unexcused Absence</b>

Authorized by: <u><i>Neil B. Becker</i></u> (Department Manager)	Date: <u>1-30-20</u>
Guideline verified: <u><i>Lou Larson</i></u> (Human Resources)	Date: <u>1-29-2020</u>
<u><i>Paul E. Baird</i></u> (GM Authorization)	Date: <u>1/31/20</u>

sent payroll 1-31

# EMPLOYEE PERFORMANCE REVIEW



**Name:** Ariet Oman  
**Department:** Patty Operator

<b>Hire Date:</b> 8/19/2019
<b>Evaluation Period:</b> 6 Months
<b>TOTAL SCORE:</b> <span style="color: red; font-weight: bold;">28</span>

<b>Job Knowledge:</b> Consider the employee's understanding of related job duties and procedures.	Circle One: 1 Low-to 5-High <b>1 2 3 4 5</b>
<b>Performance Comments:</b> Completes assignments and tasks accurately and efficiently. It would be beneficial for Ariet to learn more about the other machines and equipment to further her knowledge.	

<b>Work Quality:</b> Consider the extent to which completed work is accurate, neat, well organized and thorough.	Circle One: 1 Low-to 5-High <b>1 2 3 4 5</b>
<b>Performance Comments:</b> Very focused and conscious of the work. Highly reliable and fully aware of the importance of quality. Works consistently and pays attention to detail.	

<b>Work Quantity:</b> Consider the extent to which the amount of work completed compares to quantity standards for the job.	Circle One: 1 Low-to 5-High <b>1 2 3 4 5</b>
<b>Performance Comments:</b> Has a strong understanding of the job responsibilities and maintains a good standard of work aligned with a high level of productivity.	

<b>Cooperation:</b> Consider the extent to which the employee works cooperatively with others; treats others with respect.	Circle One: 1 Low-to 5-High <b>1 2 3 4 5</b>
<b>Performance Comments:</b> Very cooperative and works well with others and maintains positive work relationships. Very respectful of coworkers.	

<b>Work Initiative:</b> 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 <b>1 2 3 4 5</b>
<b>Performance Comments:</b> Requires minimal supervision and shows initiative. Possesses the ability to adjust to any situation and shows willingness to do whatever is necessary to get the job done.	

