

# PAYROLL CHANGE REPORT

Today's Date: <u>3/30/2016</u>	Effective Date: <u>4/11/2016</u>
Hire Date: <u>1/14/2016</u>	Hours Worked: <u>3 months / 480 hours</u>
Employee's Name: <u>Jordan Arpellet</u>	
Department: <u>Patty Operator</u>	

	CHANGE (\$)	FROM	TO
X	Rate	\$9.50	10.75
	Shift Differential	\$0.50	.50
	Total	\$10.00	\$11.25

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

ADDITIONAL COMMENTS
<p style="color: red; margin: 0;">Jordan has two absences in the last three months.</p> <p style="font-size: 1.2em; margin: 0;">change to Skill level 3</p>

Authorized by: <u></u> (Department Manager)	Date: <u>3/31/16</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>3-31-16</u>
<u>N/A</u> (GM Authorization)	Date: _____

1. The first part of the document discusses the importance of maintaining accurate records.

2. This section covers the various methods used to collect and analyze data.

3. The following table provides a summary of the key findings from the study.

4. The results indicate that there is a significant correlation between the variables studied.

5. It is concluded that the data supports the hypothesis that was tested.

6. Further research is needed to explore the underlying mechanisms of these findings.

7. The authors would like to thank the funding agency for their support.

8. The authors also wish to express their appreciation to the participants.

9. The data was collected over a period of six months.

10. The study was conducted in a controlled laboratory setting.

11. The results are consistent with previous research in this area.

12. The study has implications for the field of research.

13. The authors believe that these findings will contribute to the understanding of the phenomenon.

14. The study was approved by the ethics committee.

15. The data was analyzed using statistical software.

16. The results are presented in the following figures.

17. The study was published in a peer-reviewed journal.

18. The authors are available for further inquiries.

19. The study was funded by a grant from the National Science Foundation.

20. The authors have no conflicts of interest.

21. The data is available upon request.

22. The study was conducted in accordance with the highest standards of research.

23. The authors would like to thank the reviewers for their comments.

24. The study was published in the journal of Applied Psychology.

25. The authors are grateful to the participants for their time and effort.

26. The study was published in the journal of Personality and Social Psychology.

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Notes has not appeared in the last three months.



"your workforce management & staffing experts"

-2  
4/11/16

### 3month/6month Evaluation

Employee Name: <u>Jordan Appellet</u>	Department: <u>Patties</u>
Job Title: <u>Patty Operator</u>	Hire Date: <u>1/14/16</u>
Supervisor: <u>Mark L.</u>	Evaluation Period: <u>3months 480hrs</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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" 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:

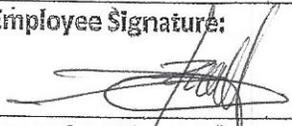
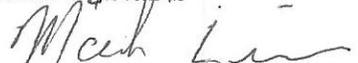
Employee	Supervisor
Are additional resources/tools needed?	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work?	If obstacles or barriers exist, what has been done to eliminate them?

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;"><b>Supervisor Comments</b> <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i></p>
<p style="text-align: center;"><b>Employee Comments</b></p> <p>Needs to Remember not to Dump A Full Loger into F-19</p>

*This Evaluation has been reviewed with me on this date:*

Employee Signature: 	Date: 3-31-16
Supervisor Signature: 	Date: 3-31-16

\$1.25 Raise