

PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2025</u>	Effective Date: <u>11/2/2025</u>
Hire Date: <u>7/31/2025</u>	Hours Worked: <u>90 Days</u>
Employee's Name: <u>Caitlyn Botts</u>	
Department: <u>Area cleaner</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$16.00	\$16.50
	Shift Differential	\$0.75	\$0.75
	Total	\$16.75	\$17.25

REASON (S) FOR THE CHANGE (S)						
Seniority Increase (Circle One)	90 Day	6 Month	1 Year	18 Month	2 Year	Annual
Merit Increase						
Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u><i>[Signature]</i></u> (Human Resources)	Date: <u>11-7-23</u>
<u><i>[Signature]</i></u> (Plant Manager)	Date: <u>11-10-25</u>

*CMG
PL*

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