

# PAYROLL CHANGE REPORT

Today's Date: <u>2/1/2026</u>	Effective Date: <u>2/1/2026</u>
Hire Date: <u>7/31/2025</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Caitlyn Botts</u>	
Department: <u>Area cleaner</u>	

CHANGE (S)		FROM	TO
X	Rate	\$16.50	\$17.00
	Shift Differential	\$0.75	\$0.75
	<b>Total</b>	<b>\$17.25</b>	<b>\$17.75</b>

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: _____ (Department Manager)	Date: _____
Guideline verified: <u><i>Lou Kaiser</i></u> (Human Resources)	Date: <u>2-2-26</u>
<u><i>Caitlyn Botts</i></u> (Plant Manager)	Date: <u>2-5-26</u>

CMF  
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