

Castle Mike merit increase

### PAYROLL CHANGE REPORT

Today's Date:	<u>11/17/2015</u>	Effective Date:	<u>11/15/2015</u>
Hire Date:	_____	Hours Worked:	_____
Employee's Name:	<u>Mike Castle</u>		
Department:	<u>Packout</u>		

CHANGE (S)		FROM	TO
X	Rate	\$9.00	\$10.00
	Shift Differential	\$0.50	\$0.50
X	Total	\$9.50	\$10.50

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
X	Merit Increase						
	Other						

**ADDITIONAL COMMENTS**

Moving Mike to skill level 3 (entry level) because he has previous experience and is currently running a machine, fully trained.

Authorized by:	 _____ (Department Manager)	Date:	<u>11/17/15</u>
Guideline verified:	Nichol Wojcik  _____ (Human Resources)	Date:	<u>11/17/15</u>
	 _____ (GM Authorization)	Date:	<u>11/18/15</u>

cmg

ADP 14,18