

# PAYROLL CHANGE REPORT

Today's Date: <u>12/29/2015</u>	Effective Date: <u>1/4/2015</u>
Hire Date: <u>10/1/2015</u>	Hours Worked: <u>three months (480hours)</u>
Employee's Name: <u>Mike Castle</u>	
Department: <u>Flow Wrap Operator</u>	

	CHANGE (\$)	FROM	TO
X	Rate	\$10.50	\$ 10.75
	Shift Differential	\$0.50	.50
	Total	\$11.00	\$ 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**

**Mike has zero absences in the past three months.**

Authorized by: <u></u>	Date: <u>1/4/16</u>
Guideline verified: <u>Nichol Wojcik</u>	Date: <u>1-4-15/16<sup>NEW</sup></u>
(Department Manager)	
(Human Resources)	
(GM Authorization)	Date: _____