

# PAYROLL CHANGE REPORT

Today's Date: <u>1/1/2022</u>	Effective Date: <u>1/9/2022</u>
Hire Date: <u>11/8/2021</u>	Hours Worked: <u>60 Days</u>
Employee's Name: <u>Charles Ashley</u>	
Department: <u>Sanitation</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$14.50	\$15.00
	Shift Differential	\$1.50	\$1.50
	Total	\$16.00	\$16.50

REASON (S) FOR THE CHANGE (S)						
Seniority Increase (Circle One)	60 Days	6 Month	1 Year	18 Month	2 Year	Annual
Merit Increase						
Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS
<b>2 Unexcused Absences</b>

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lou Lauer</u> (Human Resources)	Date: <u>1-1-2022</u>
<u>POE RJA</u> (GM Authorization)	Date: <u>1/2/22</u>

CMG  
5-10  
2261

PL  
1-3-22