


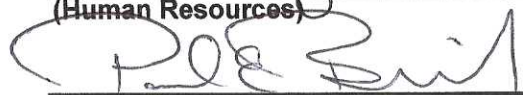
PAYROLL CHANGE REPORT

Today's Date: <u>1/1/2020</u>	Effective Date: <u>2/22/2020</u>
Hire Date: <u>10/30/2019</u>	Hours Worked: <u>90 Days</u>
Employee's Name: <u>Christophe Mananga- 2nd Shift</u>	
Department: <u>Flow Wrap</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.10	\$11.60
	Shift Differential	\$0.50	\$0.50
	Total	\$11.60	\$12.10

REASON (S) FOR THE CHANGE (S)							
Seniority Increase (Circle One)	3 Month	6 Month	1 Year	18 Month	2 Year	Annual	
Merit Increase							
Other-Job Transfer/Promotion Increase							

ADDITIONAL COMMENTS
One Unexcused Absence

Authorized by: <u></u>	Date: <u>12-26-19</u>
Guideline verified: <u>Nichol Licigik</u>	Date: <u>12-26-19</u>
<u></u>	Date: <u>12/27/19</u>
(Department Manager)	
(Human Resources)	
(GM Authorization)	

sent
12-30
pay 104x4



EMPLOYEE PERFORMANCE REVIEW

Name:	Christophe Mananga	Hire Date:	10/30/19
Department:	Flow Wrap	Evaluation Period:	90 Days

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge		✓			
Productivity		✓			
Work Quality		✓			
Work Consistency		✓			
Cooperation		✓			
Attitude		✓			
Initiative		✓			
Work Relations		✓			
Communication Skills		✓			
Dependability		wk ✓	✓		
Adherence to Policy		✓			
Punctuality		✓			Has been tardy for work and has received a written warning. Christophe needs to respect the attendance policy.
Attendance			✓		

Number of Unexcused Absences: 1

Eligible for Pay Raise: Yes No

Current Rate: \$11.60

New Rate: \$12.10 Effective Pay Period: 2/2/2020

Employee Signature:

Manager Signature:

Date Completed: 1/2/20