

PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2021</u>	Effective Date: <u>11/7/2021</u>
Hire Date: <u>11/2/2020</u>	Hours Worked: <u>1 year</u>
Employee's Name: <u>Cleo Johnson Jr.</u>	
Department: <u>Formax</u>	

	CHANGE (S)	FROM	TO
X	Rate	\$17.00	No Raise
	Shift Differential	\$0.00	Too many unexcused absences
	Total	\$17.00	

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	60 Days	3 Month	6 Month	1 Year	18 Month	2 Year
	Merit Increase						
	Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS
Six unexcused absences
10

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lou Kaiser</u> (Human Resources)	Date: <u>11-1-2021</u>
_____	Date: _____
(GM Authorization)	