

## PAYROLL CHANGE REPORT

Today's Date: <u>5/1/2019</u>	Effective Date: <u>NA</u>
Hire Date: <u>11/28/2018</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Cole Schiro- 2nd Shift</u>	
Department: <u>Dimension</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.75	NO RAISE DUE TO
	Shift Differential		ATTENDANCE
	Total	\$10.75	

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
<b>Nine Unexcused Absences</b>

Authorized by: <u><i>Neil Bueck</i></u> (Department Manager)	Date: <u>5-6-19</u>
Guideline verified: <u><i>Nichol Wyzik</i></u> (Human Resources)	Date: <u>4-30-19</u>
<u><i>Paul E Branch</i></u> (GM Authorization)	Date: _____



## EMPLOYEE PERFORMANCE REVIEW

Name: Cole Schiro	Hire Date: 11/28/2018
Department: Dimension	Evaluation Period: 6 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge		X			
Productivity		X			
Work Quality		X			
Work Consistency		X			
Cooperation		X			
Attitude			X		
Initiative		X			
Work Relations		X			
Communication Skills		X			
Dependability				X	Due to attendance
Adherence to Policy		X			
Punctuality			X		
Attendance				X	

Number of Unexcused Absences: 9

Eligible for Pay Raise: <input type="checkbox"/> YES <input checked="" type="checkbox"/> No: DUE TO ATTENDANCE	
Current Rate: Click or tap here to enter text.	
New Rate: Click or tap here to enter text.	Effective Pay Period:

Employee Signature: 

Manager Signature: 

Date Completed: 5/23/2019