

PAYROLL CHANGE REPORT

Today's Date: <u>2/1/2020</u>	Effective Date: <u>2/16/2020</u>
Hire Date: <u>2/11/2019</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Curtis Beals- 2nd Shift</u>	
Department: <u>Lead Flow Wrap Operator</u>	

CHANGE (S)		FROM	TO
X	Rate	\$15.75	\$16.25
	Shift Differential	\$0.50	\$0.50
	Total	\$16.25	\$16.75

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
Five Unexcused Absences

Authorized by: <u><i>Neil Burch</i></u> (Department Manager)	Date: <u>1-30-20</u>
Guideline verified: <u><i>Dei Larson</i></u> (Human Resources)	Date: <u>1-29-2020</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>1/31/20</u>

CMG 2-18
sent
1-31- pay/outry

EMPLOYEE PERFORMANCE REVIEW



Name: <u>Curtis Beals</u>	Hire Date: 2/11/2019
Department: <u>Flow Wrap- Lead</u>	Evaluation Period: 1 Year
TOTAL SCORE: <u>22 pts</u>	

Job Knowledge: Consider the employee's understanding of related job duties and procedures.	Circle One: 1 Low-to 5-High 1 2 x 4 5
Performance Comments: Has a grasp on job duties and responsibilities that come with being a lead and is trying to learn as much as he can.	

Work Quality: Consider the extent to which completed work is accurate, neat, well organized and thorough.	Circle One: 1 Low-to 5-High 1 2 3 x 5
Performance Comments: Is observant of the product coming through his department and making sure that it's in spec at all time.	

Work Quantity: Consider the extent to which the amount of work completed compares to quantity standards for the job.	Circle One: 1 Low-to 5-High 1 2 x 4 5
Performance Comments: Meets expectations, still ^{needs} to work on time management.	

Cooperation: Consider the extent to which the employee works cooperatively with others; treats others with respect.	Circle One: 1 Low-to 5-High 1 2 x 4 5
Performance Comments: works well with others	

Work Initiative: Consider the extent to which the employee shows initiative in making work improvements, identifies and corrects errors, develops new work tasks or solves problems.	Circle One: 1-Bad to 5-Great 1 2 3 x 5
Performance Comments: is always willing to take over new tasks when ever needed.	

EMPLOYEE PERFORMANCE REVIEW



Safety: Consider the extent that the employee follows every safety practice and is conscientious of overall safety.	Circle One: 1-Bad to 5-Great 1 2 x 4 5
Performance Comments: observant of safety proticals	

Attendance: Supports team performance.	Circle One: 1 Low-to 5-High 1 x 3 4 5
Performance Comments: as a lead you need to show a good example.	

Number of Unexcused Absences: 5

Eligible for Pay Raise:

Yes

No

Current Rate: \$ 15.75 + .50 =\$16.25

New Rate: \$ 16.25 + .50 + \$16.75

Effective Pay Period: 02/16/2020

Employee Signature: *Curtis Beals*

Manager/Supervisor Signature: *William Kleh*

Date Completed: *2-11-20*