

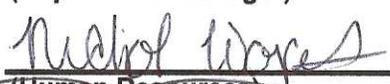
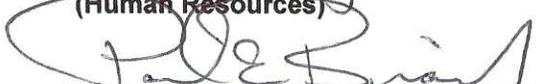
# PAYROLL CHANGE REPORT

Today's Date: <u>8/1/2019</u>	Effective Date: <u>8/12/2019</u>
Hire Date: <u>2/11/2019</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Curtis Beals-2nd Shift</u>	
Department: <u>Patty Support</u>	

CHANGE (S)		FROM	TO
X	Rate	\$13.25	\$13.75
	Shift Differential	\$0.50	\$0.50
	<b>Total</b>	<b>\$13.75</b>	<b>\$14.25</b>

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>One Unexcused Absence</b>

Authorized by: <u></u>	Date: <u>7-30-19</u>
Guideline verified: <u></u>	Date: <u>7-30-19</u>
<u></u>	Date: <u>7/31/19</u>
(Department Manager)	
(Human Resources)	
(GM Authorization)	

CMG  
8-15-19

New  
7-31-19



## EMPLOYEE PERFORMANCE REVIEW

<b>Name: Curtis Beals</b>	<b>Hire Date: 2-11-19</b>
<b>Department: Patty Support</b>	<b>Evaluation Period: 6 Months</b>

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			
Adherence to Policy		X			
Punctuality		X			
Attendance		X			

**Number of Unexcused Absences: One**

Eligible for Pay Raise:  YES       No

Current Rate: \$ 13.25 + .50 = \$13.75

New Rate: \$ 13.75 + .50 = \$14.25

Effective Pay Period: 8-12-19

Employee Signature: *Curtis W. Beals*

Manager Signature: *[Signature]*

Date Completed: 9/3/2019