

PAYROLL CHANGE REPORT

Today's Date: <u>1/17/2017</u>	Effective Date: <u>1/30/2017</u>
Hire Date: _____	Hours Worked: _____
Employee's Name: <u>Curtis Robinson</u>	
Department: <u>Packout</u>	

CHANGE (S)		FROM	TO
<input checked="" type="checkbox"/>	Rate	\$10.00	\$11.50
	Shift Differential	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Total	\$10.00	\$11.50

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
<input checked="" type="checkbox"/>	Other						

ADDITIONAL COMMENTS
Interim review from packout to patties. Bumping to operator pay.

Authorized by: <u></u> (Department Manager)	Date: <u>1/17/17</u>
Guideline verified: <u></u> (Human Resources)	Date: <u>1-17-17</u>
<u></u> (GM Authorization)	Date: <u>1/17/17</u>

New
TD 1-17-17

Job Transfer/Promotion Evaluation

Employee Name Curtis Robinson

Department PO to Patties (Due 1/27/17)

Task	Criteria	Needs		Comments
		Acceptable	Improvement	
Communication	Effectively exchanges information, written or verbal, with all types of personnel	X		
	Communicates information accurately, timely and respectfully	X		
Job Skills	Demonstrates technical understanding of the job	X		
	Has the ability to analyze work, set goals, develop plans of action and utilizes time appropriately	X		
Quality	Is aware of, and complies with, product specifications related to their department and/or area.	X		

Items employee needs to work/improve on: _____

Rate Change? Yes No If yes, effective date will be 1/30/17

If No, why not/when will next review occur? _____

Employee Signature: Curtis Robinson Date: 1/18/17

Supervisor Signature: Nick Rausch Date: 1/17/17