

PAYROLL CHANGE REPORT

Today's Date: <u>5/1/2026</u>	Effective Date: <u>5/4/2026</u>
Hire Date: <u>4/9/2026</u>	Hours Worked: _____
Employee's Name: <u>Dan Volkers</u>	
Department: <u>Sanitation</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$15.05	\$16.00
	Shift Differential	\$0.75	\$1.50
	Total	\$15.80	\$17.50

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

ADDITIONAL COMMENTS
Transfer to 3rd shift

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: _____ (Human Resources)	Date: _____
_____ (Plant Manager)	Date: _____

24.15