

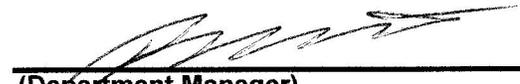
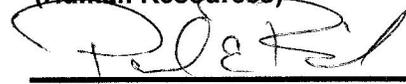
PAYROLL CHANGE REPORT

Today's Date: <u>11/22/2016</u>	Effective Date: <u>12/5/2016</u>
Hire Date: <u>12/11/2015</u>	Hours Worked: <u>1080-12 month</u>
Employee's Name: <u>David Nierengarten</u>	
Department: <u>Dimension</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.25 10.75	\$10.50 11
	Shift Differential		-
	Total	\$10.25 10.75	\$10.50 11

REASON (S) FOR THE CHANGE (S)							
<input type="checkbox"/> Seniority Increase (Circle One)	480 HRS	6 Month	1 Year	1 1/2 Year	2 Year	Annual	
<input type="checkbox"/> Merit Increase (level 2)							
<input type="checkbox"/> Other							

ADDITIONAL COMMENTS
<p style="font-size: small; margin: 0;">Date: 11/22/16</p> <p style="font-size: x-large; margin: 10px 0;">skill level 2</p>

Authorized by: <u></u> (Department Manager)	Date: <u>12/6/16</u>
Guideline verified: <u></u> (Human Resources)	Date: <u>12-5-16</u>
<u></u> (GM Authorization)	Date: <u>12/6/16</u>

absences

12-5



"your workforce management & staffing experts"

3month/6month Evaluation

7-25

Employee Name: <u>David Merten</u>	Department: <u>Dimension</u>
Job Title:	Hire Date: <u>12-11-15</u>
Supervisor: <u>Matthias</u>	Evaluation Period: <u>12 mo</u>

Tasks	Criteria	Acceptable	Needs Improvement	Not Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Notifies supervision in advance if unable to report to work as scheduled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Communicates information accurately, timely, and respectfully	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows all QA & Food Safety Awareness policies & procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	• Able to get along with others and help them complete tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does work without being constantly reminded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed? <i>No</i>	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work? <i>No</i>	If obstacles or barriers exist, what has been done to eliminate them?

For Employees at their 3 month and 6 month milestone, please mark one:

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

<p style="text-align: center;">Supervisor Comments <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i></p> <p style="text-align: center;"><i>Keep up the Good Work!</i></p> <p style="text-align: right;"><i>X-25</i></p>
<p style="text-align: center;">Employee Comments</p>

This Evaluation has been reviewed with me on this date:

Employee Signature: <i>[Signature]</i>	Date: <i>12-14-16</i>
Supervisor Signature: <i>[Signature]</i>	Date: