

STATUS/PAYROLL CHANGE REPORT

Today's Date: 12-29-2021 Effective Date: 1-3-2022
 Employee's Name: Derrick Holm
 Department: Grinder Night Shift: 2 Skill level: 4

X	CHANGE(S)	FROM	TO
X	Rate	17.00	16.50
X	Department	Grinder Night	Grinder Day
X	Shift		
	Skill Level		
	Schedule/Start Time	2:30pm	5:30am
	Status (ex: Full-time to Part-time)		
	Status (ex: Hourly to Salary)		
	Other		

X	REASON(S) FOR THE CHANGE(S)
	Promotion
	Seniority Increase (Circle One) 90-day 6-mo. 1-yr 1 ½-yr 2-yr 3-yr Annual
	Merit Increase
X	Transfer to 1st Shift
	Other

ADDITIONAL COMMENTS

Authorized by: _____ Date: _____
 (Department Manager)