



PAYROLL CHANGE REPORT

Today's Date: <u>10/1/2019</u>	Effective Date: <u>10/7/2019</u>
Hire Date: <u>4/4/2018</u>	Hours Worked: <u>18 Months</u>
Employee's Name: <u>Dianne Leinonen- 2nd Shift</u>	
Department: <u>Flow Wrap</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.50	\$11.75
	Shift Differential	\$0.50	\$0.50
	Total	\$12.00	\$12.25

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						

ADDITIONAL COMMENTS
Seven Unexcused Absences- 1 more Unexcused Absence will Nullify her raise

Authorized by: <u></u>	Date: <u>9-30-19</u>
Guideline verified: <u>Nichol Wojcik</u>	Date: <u>9-30-19</u>
<u></u>	Date: <u>9/30/19</u>
(Department Manager)	
(Human Resources)	
(GM Authorization)	

CMG
10-8-19

NW
10-1-19