

PAYROLL CHANGE REPORT

Today's Date: <u>12/1/2021</u>	Effective Date: <u>12/5/2021</u>
Hire Date: <u>6/3/2021</u>	Hours Worked: <u>6 month</u>
Employee's Name: <u>Eric Sayre</u>	
Department: <u>Grinding</u>	

CHANGE (S)		FROM	TO
X	Rate	\$16.50	\$17.00
	Shift Differential	\$0.75	\$0.75
	Total	\$17.25	\$17.75

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

ADDITIONAL COMMENTS
Three Unexcused Absence

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lou Hanson</u> (Human Resources)	Date: <u>12-1-2021</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>12/1/21</u>

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