

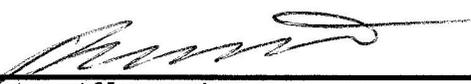
# PAYROLL CHANGE REPORT

Today's Date:	<u>3/1/2017</u>	Effective Date:	<u>3/20/2017</u>
	<u>Reactivated 3-18-16</u>		
Hire Date:	<u>8/18/2015</u>	Hours Worked:	<u>1 Year</u>
Employee's Name:	<u>Fatoumata Bah</u>		
Department:	<u>IQF Support</u>		

CHANGE (\$)		FROM	TO
X	Rate	\$13.00	\$13.25
	Shift Differential	\$0.50	\$0.50
	<b>Total</b>	<b>\$13.50</b>	<b>\$13.75</b>

REASON (S) FOR THE CHANGE (S)						
Seniority Increase (Circle One)	3 Month	6 Month	1 Year	1 1/2 Year	2 Year	Annual
Merit Increase (level 2)						
Other						

ADDITIONAL COMMENTS

Authorized by:	<u></u>	Date:	<u>2/27/17</u>
	(Department Manager)		
Guideline verified:	<u></u>	Date:	<u>2-27-17</u>
	(Human Resources)		
	<u></u>	Date:	<u>2/27/17</u>
	(GM Authorization)		

NWD  
2-27-17

3-20



Re-activated  
3-18-16

Fatoumatan

Employee Name: <u>Bah</u>	Department: <u>IQF</u>
Job Title: <u>IQF Support</u>	Hire Date: <u>8-18-15</u>
Supervisor: <u>Matt Heaton</u>	Evaluation Period: <u>1 year</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"/>
			<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 GMP 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 30-Day and 90-Day milestone, please mark one:

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

<b>Supervisor Comments</b> <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i> <i>Fatoumatah is a valuable leader in the IQF area. She has been given more responsibility and learns new tasks every day.</i>
<b>Employee Comments</b> <i>tasks every day.</i>

*This Evaluation has been reviewed with me on this date.*

Employee Signature: <i>X</i> 	Date: <i>3-2-17</i>
Supervisor Signature: 	Date: <i>3-2-17</i>

Would this employee be eligible for a wage increase? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes, Amount? \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*25¢ Raise  
13.50 - 13.75*