

# PAYROLL CHANGE REPORT

Today's Date: <u>1/14/2016</u>	Effective Date: <u>1/18/2016</u>
Hire Date: <u>1/15/2015</u>	Hours Worked: <u>One Year</u>
Employee's Name: <u>Miles Gilbert</u>	
Department: <u>Flow Wrap Operator</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$11.00	HC 11.25
	Shift Differential	\$0.50	.50
	<b>Total</b>	<b>\$11.50</b>	<b>\$ 11.75</b>

REASON (S) FOR THE CHANGE (S)							
X	Seniority Increase (Circle One)	480 HRS	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
	Other						

ADDITIONAL COMMENTS
Miles has 5 absences in the past year.

Authorized by: <u></u> (Department Manager)	Date: <u>1/18/16</u> <u>1/16/16</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>1-16-16</u> 14 new
<u>N/A</u> (GM Authorization)	Date: _____