

# PAYROLL CHANGE REPORT

Today's Date: <u>11/4/2015</u>	Effective Date: <u>11/2/2015</u>
Hire Date: _____	Hours Worked: _____
Employee's Name: <u>Anna Hickman</u>	
Department: <u>Patties</u>	

	CHANGE (\$)	FROM	TO
	Rate	\$10.75	\$10.75
X	Shift Differential	\$0.00	\$0.50
X	Total	\$10.75	\$11.25

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
X	Other: added shift differential						

ADDITIONAL COMMENTS

Authorized by: <u></u> (Department Manager)	Date: <u>11/4/15</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>11/4/15</u>
<u></u> (GM Authorization)	Date: <u>11/4/15</u>

ADP ✓ BR  
 CMG ✓