

PAYROLL CHANGE REPORT

Today's Date: <u>9/1/2021</u>	Effective Date: <u>9/5/2021</u>
Hire Date: <u>3/2/2020</u>	Hours Worked: <u>18 Months</u>
Employee's Name: <u>Hugh Larson- 2nd Shift</u>	
Department: <u>Grinding</u>	

CHANGE (S)		FROM	TO
X	Rate	\$15.50	\$16.50
	Shift Differential	\$0.75	\$0.75
	Total	\$16.25	\$17.25

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 Increase						

ADDITIONAL COMMENTS
One Unexcused Absence

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lou Larson</u> (Human Resources)	Date: <u>9-1-2021</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>9-1-2021</u>

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