

Payroll/Status Change Notice

Employment Agency

Effective Date 9 / 26 / 19

Employee Bradley James
Last First Middle

Department _____

Change(s)

	From	To (or New Hire)
Salary/ Wage	\$ 11.00 Per hr.	\$ 13.00 Per hr.
Other	\$ _____ Per _____	\$ _____ Per _____

Reason For Change(s)

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Demotion | <input checked="" type="checkbox"/> Merit Increase | <input type="checkbox"/> Rehired |
| <input type="checkbox"/> Dept. Transfer | <input type="checkbox"/> Probation Complete | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Layoff | <input type="checkbox"/> Reevaluation | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Other _____ | | |

Explain reason for change: _____

Leave of Absence

- | | | |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Medical | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Military | <input type="checkbox"/> Family Leave | |
| <input type="checkbox"/> Other _____ | | |

Comments: Jame's increase was received on 10/16/19 for PPE 10/29/19 - he will be retro paid for this time on PPE 10/20/19

Office Use Only:

Last 3 Pay Increase (Date, From/To Amount, & Reason):

Date: _____ From: \$ _____ To: \$ _____ Reason: _____
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Change Authorized By: _____ Date: ____/____/____

Change Approved By RF: _____ Date: ____/____/____

Change Approved By Agency: _____ Date: ____/____/____

Employee Signature: _____ Date: ____/____/____

Sierra Peterson

From: Lisa Campbell <Lisa@reichelfoods.com>
Sent: Wednesday, October 16, 2019 2:59 PM
To: Sierra Peterson; Kelsey Sikkink
Subject: RE: James Bradley

Sorry 9/26

Lisa Campbell

Human Resources Manager
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Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 | www.reichelfoods.com

From: Lisa Campbell
Sent: Wednesday, October 16, 2019 2:54 PM
To: 'Sierra Peterson'; Kelsey Sikkink
Subject: RE: James Bradley

I know it was signed and put in your box-maybe it is stuck in an envelope? His wage should have switch to \$13.00 on 9/9-could we get this updated and retro paid please?

We can use this e-mail for documentation if the increase is lost.

Lisa Campbell

Human Resources Manager
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From: Sierra Peterson [<mailto:Sierra@corpmgmtgroup.com>]
Sent: Wednesday, October 16, 2019 2:41 PM
To: Lisa Campbell; Kelsey Sikkink
Subject: RE: James Bradley

He's still at \$11.00 in our system per email from you on 9/11.

We haven't gotten anything since, what day should it have gone into effect?

Sierra Peterson

Administrative Support
.....

Corporate Management Group | Phone: 507.923.4955

From: Lisa Campbell <Lisa@reichelfoods.com>
Sent: Wednesday, October 16, 2019 2:37 PM
To: Kelsey Sikkink <Kelsey@corpmgmtgroup.com>; Sierra Peterson <Sierra@corpmgmtgroup.com>
Subject: James Bradley

Hi

Did his wage get changed to \$13.00 and back paid?

Lisa Campbell

Human Resources Manager

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