

PAYROLL CHANGE REPORT

Today's Date: 5/1/2026

Effective Date: 5/11/2026

Hire Date: 8/21/2025

Hours Worked: _____

Employee's Name: Jason Freeman

Department: Shipping

CHANGE (\$)		FROM	TO
X	Rate	\$18.25	\$18.25
	Shift Differential	\$0.00	\$0.75
	Total	\$18.25	\$19.00

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	60 Day	6 Month	1 Year	18 Month	2 Year	Annual
	Merit Increase						
	Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS
Transfer to 2nd shift

Authorized by: _____ Date: _____
(Department Manager)

Guideline verified: _____ Date: _____
(Human Resources)

_____ Date: _____
(Plant Manager)

\$25.84