

PAYROLL CHANGE REPORT

Today's Date: <u>9/1/2017</u>	Effective Date: <u>9/4/2017</u>
Hire Date: <u>Re-Hired 5-4-17</u>	Hours Worked: <u>3 Month</u>
Employee's Name: <u>Jenkins Darmo</u>	
Department: <u>Dimension Operator</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.00	\$11.50
	Shift Differential	\$0.00	-
	Total	\$10.00	\$11.50

REASON (S) FOR THE CHANGE (S)							
Seniority Increase (Circle One)	3 Month	6 Month	1 Year	18 Month	2 Year	Annual	
Merit Increase (level 2)							
Other-Job Transfer/Promotion Increase-							

ADDITIONAL COMMENTS

*-only getting bump to starting operator pay
attendance is NOT within guidelines for seniority*

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>8-29-17</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>8/29/17</u>

*New
8-30-17*

Job Transfer/Promotion Evaluation

Employee Name Jenkins Darmo

Due date: 9/1/17

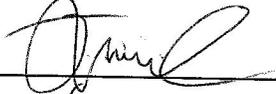
Department Packout - Operator

Task	Criteria	Needs		Comments
		Acceptable	Improvement	
Communication	Effectively exchanges information, written or verbal, with all types of personnel	X		
	Communicates information accurately, timely and respectfully	X		
Job Skills	Demonstrates technical understanding of the job	X		
	Has the ability to analyze work, set goals, develop plans of action and utilizes time appropriately	X		
Quality	Is aware of, and complies with, product specifications related to their department and/or area.	X		

Items employee needs to work/improve on: Jenkins need to work on
knowledge of machines and speed to get things done.
Also need to be more observant when boxes
are back.

Rate Change? Yes No If Yes - effective date will be 9/3/17

If No, why not/when will next review occur? _____

Employee Signature:  Date: 8-29-17

Supervisor Signature:  Date: 8/28/17