

PAYROLL CHANGE REPORT

Today's Date:	<u>7/12/2019</u>	Effective Date:	<u>7/15/2019</u>
Hire Date:	<u>4/10/2019</u>	Hours Worked:	<u>3 Months</u>
Employee's Name:	<u>Jesse Knettel- 2nd Shift</u>		
Department:	<u>Grinding</u>		

CHANGE (\$)		FROM	TO
X	Rate	\$13.25	\$14.25
	Shift Differential	\$0.50	\$0.50
	Total	\$13.75	\$14.75

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
Two Unexcused Absences

Authorized by:	<u><i>Nick B...</i></u> (Department Manager)	Date:	<u>7-12-19</u>
Guideline verified:	<u><i>Nickol Wojcik</i></u> (Human Resources)	Date:	<u>7-16-19</u>
	<u><i>...</i></u> (GM Authorization)	Date:	<u>7/16/19</u>

NW
7-16-19



EMPLOYEE PERFORMANCE REVIEW

Name: Jesse Knettel	Hire Date: 4-10-19
Department: Grinding	Evaluation Period: 3 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
		X			
Job Knowledge		X			
Productivity		X			
Work Quality		X			
Work Consistency		X			
Cooperation		X			
Attitude		X			
Initiative		X			
Work Relations		X			
Communication Skills		X			
Dependability		X			
Adherence to Policy		X			
Punctuality		X			
Attendance		X			

Number of Unexcused Absences: 2

Eligible for Pay Raise: YES No

Current Rate: \$

New Rate: \$

Effective Pay Period:

Employee Signature: 

Manager Signature: 

Date Completed: 7-10-19