

# PAYROLL CHANGE REPORT

Today's Date: <u>10/1/2023</u>	Effective Date: <u>10/29/2023</u>
Hire Date: <u>10/24/2022</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>John Atee</u>	
Department: <u>Sanitation</u>	

	CHANGE (\$)	FROM	TO
X	Rate	\$16.25	\$16.75
	Shift Differential	\$1.50	\$1.50
	<b>Total</b>	<b>\$17.75</b>	<b>\$18.25</b>

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
<b>One unexcused absense</b>

Authorized by: _____ (Department Manager)	Date: <u>10-1-23</u>
Guideline verified: <u>Lauri Lawson</u> (Human Resources)	Date: <u>10-1-23</u>
<u>[Signature]</u> (Plant Manager)	Date: <u>10-1-23</u>

CMG  
PL  
10-30