PAYROLL CHANGE REPORT

Today's Date:	2/1/2020	**Effective Date:**	2/16/2020
Hire Date:	8/16/2019	**Hours Worked:**	6 Months
Employee's Name:	John Keeton- 2nd Shift		
Department:	Shipping and Receiving- Dock Worker		

	CHANGE (S)	FROM	TO
X	**Rate**	$15.25	$15.75
	Shift Differential	$0.50	$0.50
	Total	**$15.75**	**$16.25**

	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: [signature] **Date:** 1-29-20
(Department Manager)

Guideline verified: Lori Lauer **Date:** 1-29-2020
(Human Resources)

[signature] **Date:** 1/31/20
(GM Authorization)

CMG 2-18

Sent 1-31 payroll