

PAYROLL CHANGE REPORT

Today's Date: <u>11/28/2016</u>	Effective Date: <u>12/12/2016</u>
Hire Date: <u>12/15/2014</u>	Hours Worked: <u>2 Year</u>
Employee's Name: <u>John Shaffer</u>	
Department: <u>Grinder</u>	

X	CHANGE (S)	FROM	TO
	Rate	\$11.75 ^{13.50}	\$12.50 ^{14.00} ^{13.75}
	Shift Differential	\$0.50	0.50
	Total	\$12.25 ^{13.50}	\$12.50 ^{14.00} ^{14.25}

REASON (S) FOR THE CHANGE (S)						
Seniority Increase (Circle One)	480 HRS	6 Month	1 Year	1 1/2 Year	2 Year	Annual
Merit Increase (level 2)						
Other						

ADDITIONAL COMMENTS

Authorized by: <u>[Signature]</u>	Date: <u>12/6/16</u>
(Department Manager)	
Guideline verified: <u>[Signature]</u>	Date: <u>12-5-16</u>
(Human Resources)	
<u>[Signature]</u>	Date: <u>12/6/16</u>
(GM Authorization)	



12-12
2 absences

4.50

3month/6month Evaluation

Employee Name: <u>John Shaffer</u>	Department: <u>Production</u>
Job Title: <u>Operator</u>	Hire Date: <u>12-15-14</u>
Supervisor: <u>Matt Heaton</u>	Evaluation Period: <u>2 years</u>

Tasks	Criteria	Acceptable	Needs Improvement	Not Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Notifies supervision in advance if unable to report to work as scheduled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Communicates information accurately, timely, and respectfully	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows all QA & Food Safety Awareness policies & procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	• Able to get along with others and help them complete tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does work without being constantly reminded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed? <i>No</i>	Have additional resources/tools that the employee requested been provided? <i>X</i>
Are there any barriers or obstacles to successfully perform the work? <i>No</i>	If obstacles or barriers exist, what has been done to eliminate them? <i>X</i>

For Employees at their 3 month and 6 month milestone, please mark one:

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

<p style="text-align: center;">Supervisor Comments (If Not-Acceptable is marked for any Task, specific examples must be provided)</p> <p style="font-size: 2em; text-align: center;"><i>Keep it up Good Work</i></p> <p style="text-align: right;"><i>t-50</i></p>
<p style="text-align: center;">Employee Comments</p>

This Evaluation has been reviewed with me on this date:

Employee Signature: <i>[Signature]</i>	Date: <i>12-14-16</i>
Supervisor Signature: <i>[Signature]</i>	Date: <i>11-29-16</i>