

## PAYROLL CHANGE REPORT

Today's Date: <u>3/14/2017</u>	Effective Date: <u>3/27/2017</u>
Hire Date: _____	Hours Worked: _____
Employee's Name: <u>John Shaffer</u>	
Department: <u>Grinding to Sanitation</u>	

	CHANGE (\$)	FROM	TO
<input checked="" type="checkbox"/>	Rate	\$13.75	\$13.00
<input checked="" type="checkbox"/>	Shift Differential	\$0.50	\$1.50
<input checked="" type="checkbox"/>	Total	\$14.25	\$14.50

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
<input checked="" type="checkbox"/>	Other						

ADDITIONAL COMMENTS
Transfer from 2nd shift grinding to sanitation

Authorized by: <u><i>Tim Holt</i></u> (Department Manager)	Date: <u>3/15/17</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>3/14/17</u>
<u><i>[Signature]</i></u> (Plant Manager Authorization)	Date: <u>3/16/17</u>

CMG  
 3-27-17  
 TP  
 3-16-17  
 New