

PAYROLL CHANGE REPORT

Today's Date:	<u>12/1/2019</u>	Effective Date:	<u>12/23/2019</u>
Hire Date:	<u>9/16/2019</u>	Hours Worked:	<u>90 Day</u>
Employee's Name:	<u>Johnathan Marshall- 3rd Shift</u>		
Department:	<u>Sanitation</u>		

CHANGE (S)		FROM	TO
X	Rate	\$12.60	\$13.10
	Shift Differential	\$1.50	\$1.50
	Total	\$14.10	\$14.60

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
Zero Unexcused Absences

Authorized by:	<u><i>Terri Holt</i></u> (Department Manager)	Date:	<u>12/4/19</u>
Guideline verified:	<u><i>Nicole Wixeth</i></u> (Human Resources)	Date:	<u>12-2-19</u>
	<u><i>Paul E. Brink</i></u> (GM Authorization)	Date:	<u>12/5/19</u>

CM 6
 12-23-19
 NW
 12-6-19



EMPLOYEE PERFORMANCE REVIEW

Name: Johnathan Marshall	Hire Date: 09/16/19
Department: Sanitation	Evaluation Period: 3 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
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: 0

Eligible for Pay Raise: Yes No

Current Rate: \$14.10

New Rate: \$14.60 Effective Pay Period: 12/23/2019

Employee Signature: *John Marshall*

Manager Signature: *Tim Holt*

Date Completed: _____