



Pay Raise Request for Approval

Request

Employee Name: Johnson Erik
Last First M.I.

Job Title: Shipping

Proposed Raise Request: \$.25 Start Date: 11-3-16

Supervisor: Miguel Quintanilla Department: Shipping dept.

Description of Duties: Erik has learned to ship every route. He also picks up extra shifts whenever extra help is needed. Erik's * Helps audit cabinets at the end of the day and count inventory.

Additional Comments: Erik's attendance is almost perfect. He rarely calls in to his shift. He is also cooperative and maintains a positive attitude.

[Signature] 11/4/16
Supervisor Signature Date

Approval by CMG

Approved Pay Increase: \$.25 (\$10.50 - \$10.75)*
Kate Kellum 11-3-16
CMG Signature Date

Approval by Human Resources

Human Resources Signature: [Signature]

Status of Offer: Accepted Declined