

PAYROLL CHANGE REPORT

Today's Date: <u>12/1/2025</u>	Effective Date: <u>12/7/2025</u>
Hire Date: <u>6/3/2024</u>	Hours Worked: <u>18 Months</u>
Employee's Name: <u>Jose Martinz Diaz</u>	
Department: <u>Sanitation</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$17.50	\$18.00
	Shift Differential	\$1.50	\$1.50
	Total	\$19.00	\$19.50

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	60 Day	6 Month	1 Year	18 Month	2 Year	Annual
	Merit Increase						
	Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS

Authorized by: _____	Date: _____
(Department Manager)	
Guideline verified: <u>Luis Larios</u>	Date: <u>12-1-25</u>
(Human Resources)	
_____	Date: _____
(Plant Manager)	

CMG
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