

# PAYROLL CHANGE REPORT

Today's Date: <u>12/3/2024</u>	Effective Date: <u>12/8/2024</u>
Hire Date: <u>6/3/2024</u>	Hours Worked: <u>6 Month</u>
Employee's Name: <u>Jose Martinez Diaz</u>	
Department: <u>Sanitation</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$16.50	\$17.00
	Shift Differential	\$1.50	\$1.50
	<b>Total</b>	<b>\$18.00</b>	<b>\$18.50</b>

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
<b>Zero Unexcused Absences</b>

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lou Hanson</u> (Human Resources)	Date: <u>12-1-24</u>
<u>[Signature]</u> (Plant Manager)	Date: <u>12-4-24</u>

CMG  
PL  
12-9