

PAYROLL CHANGE REPORT

Today's Date: <u>2/1/2021</u>	Effective Date: <u>NA</u>
Hire Date: <u>11/24/2020</u>	Hours Worked: <u>3 Months</u>
Employee's Name: <u>Josh Reed- 2nd Shift</u>	
Department: <u>Grinding</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$13.85	No Raise Due to Attendance
	Shift Differential	\$0.50	
	Total	\$14.35	\$0.00

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
Six Unexcused Absences

Authorized by: <u></u>	Date: <u>2-1-21</u>
(Department Manager)	
Guideline verified: <u></u>	Date: <u>2-1-21</u>
(Human Resources)	
<u></u>	Date: <u>2/2/21</u>
(GM Authorization)	