

PAYROLL CHANGE REPORT

Today's Date: <u>5/1/2019</u>	Effective Date: <u>5/27/2019</u>
Hire Date: <u>4/21/2017 1 Month LOA</u>	Hours Worked: <u>2 Year</u>
Employee's Name: <u>Kalizeta Zango- 2nd Shift</u>	
Department: <u>Flow Wrap Operator</u>	

CHANGE (S)		FROM	TO
X	Rate	\$13.25	\$13.75
	Shift Differential	\$0.50	\$0.50
	Total	\$13.75	\$14.25

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
Two Unexcused Absences

Authorized by: <u><i>Neil B. ...</i></u> (Department Manager)	Date: <u>5-1-19</u>
Guideline verified: <u><i>Nichol Wojcik</i></u> (Human Resources)	Date: <u>4-30-19</u>
<u><i>Paul E. ...</i></u> (GM Authorization)	Date: <u>5/2/19</u>

CMG
5-27-19

NW
5-2-19



EMPLOYEE PERFORMANCE REVIEW

Name: Kalizeta Zango	Hire Date: 04/21/2017
Department: Flow Warp	Evaluation Period: 2 Year- 1 Month LOA

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: 2

Eligible for Pay Raise: <input checked="" type="checkbox"/> YES <input type="checkbox"/> No
Current Rate: \$13.25 + .50 = \$13.75
New Rate: \$13.75 + .50 = \$14.25 Effective Pay Period: 05/27/2019

Employee Signature:

Manager Signature:

Date Completed: 5/23/2019