

# PAYROLL CHANGE REPORT

Today's Date: <u>10/1/2023</u>	Effective Date: <u>10/22/2023</u>
Hire Date: <u>8/16/2023</u>	Hours Worked: <u>60 Days</u>
Employee's Name: <u>Keith White</u>	
Department: <u>Shipping</u>	

	CHANGE (S)	FROM	TO
X	Rate	\$16.75	\$17.25
	Shift Differential	\$0.75	\$0.75
	<b>Total</b>	<b>\$17.50</b>	<b>\$18.00</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**

Zero unexcused absences

Authorized by: <u></u>	Date: <u>10-1-23</u>
Guideline verified: <u></u>	Date: <u>10-1-23</u>
<u></u>	Date: <u>10-1-23</u>
(Department Manager)	
(Human Resources)	
(Plant Manager)	

CMG  
PL  
10-23