

PAYROLL CHANGE REPORT

Today's Date:	<u>12/1/2017</u>	Effective Date:	<u>1/8/2018</u>
Hire Date:	<u>7/5/2017</u>	Hours Worked:	<u>6 Months</u>
Employee's Name:	<u>Kim Som</u>		
Department:	<u>Dimension Feeder</u>		

CHANGE (S)		FROM	TO
X	Rate	\$10.40	<u>10.90</u>
	Shift Differential		<u>-</u>
	Total	\$10.40	<u>10.90</u>

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	3 Month	6 Month	1 Year	18 Month	2 Year	Annual
	Merit Increase (level 2)						
	Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS
<u>See below</u>

Authorized by:	<u>Nail B. [Signature]</u>	Date:	<u>1-8-18</u>
	(Department Manager)		
Guideline verified:	<u>Michael Wright</u>	Date:	<u>1-2-18</u>
	(Human Resources)		
	<u>ROE [Signature]</u>	Date:	<u>1/9/18</u>
	(GM Authorization)		

CMG
1-10-18
ALCO
1-9-18



Hourly Performance Appraisal

Employee Name: Kim Som	Hire Date 7/5/2017
Job Title: Dimension Feeder	Evaluation Period: 6 Month
Supervisor: Matt Heaton	Review Due Week of: 1/8/2018 Review Date: 1/15/2018

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

O – Outstanding. Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

E – Exceeds Expectations. Results clearly exceed position requirements on a regular basis.

M – Meets Expectations. Competent and dependable performance level. Meets the performance standards and objectives without Constant follow-up direction

I – Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

GENERAL FACTORS

1. **Quality-** The extent to which an employee's work is completed thoroughly and correctly following established process and procedures.

☐ Outstanding ☐ Exceeds Expectations ☒ Meets Expectations ☐ Needs Improvement

Specific Examples/Comments-

2. **Productivity/Independence/Reliability-** The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/follow-up to complete tasks/job assignments.

☐ Outstanding ☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Specific Examples/Comments-

3. Job Knowledge- The extent to which an employee possesses and demonstrates an understanding of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

☐ Outstanding ☐ Exceeds Expectations ☒ Meets Expectations ☐ Needs Improvement

Specific Examples/Comments-

4. Interpersonal Relationships/Cooperation/Commitment- The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and subordinates. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

☐ Outstanding ☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Specific Examples/Comments-

5. Attendance- The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

☐ Outstanding ☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

No. of Unexcused Absences: 1

Specific Examples/Comments-

6. Initiative/Creativity- The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.

☐ Outstanding ☐ Exceeds Expectations ☒ Meets Expectations ☐ Needs Improvement

Specific Examples/Comments-

7. Adherence to Policy- The extent to which an employee follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required PPE.

☐ Outstanding ☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Specific Examples/Comments-

Overall Performance- Rate employee's overall performance in comparison to position duties and responsibilities.

☐ Outstanding ☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Complete All of the Following Sections

1. Accomplishments or new abilities demonstrated since last review: kim has become a valued employee and has learned her position well.

2. Specific areas of needed improvement:

3. Recommendations for additional training:

Employee's Comments: _____

Discussed/reviewed with employee on: 1/15/2018 Follow up requested/desired: ☐ YES
or ☒ NO

Manager/Supervisor Signature:  Date: 1-15-18

Employee Signature: Kim Som Date: _____

Would this employee be eligible for a wage increase? ☒ Yes: ☐ No:

If Yes: Current Salary \$ 10.40 Raise To: \$ 10.90

Effective Date: 1/8/2018