

PAYROLL CHANGE REPORT

Today's Date: <u>2/18/2016</u>	Effective Date: <u>2/22/2016</u>
Hire Date: _____	Hours Worked: _____
Employee's Name: <u>Phat Le</u>	
Department: <u>Packout</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$10.25	\$10.50
	Shift Differential	\$0.00	\$0.00
X	Total	\$10.25	\$10.50

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
X	Merit Increase						
	Other						

ADDITIONAL COMMENTS
Promotion from skill level 1 to skill level 2

Authorized by: <u></u>	Date: <u>2/18/16</u>
Guideline verified: <u>Nichol Wojcik</u>	Date: <u>2/18/16</u>
<u>(Department Manager)</u>	
<u>(Human Resources)</u>	
<u>(GM Authorization)</u>	Date: _____

Timepro ✓