



Pay Raise Request for Approval

Request

Employee Name: Leiva Misael
Last First M.I.

Job Title: Shipper

Proposed Raise Request: \$12.50 Start Date: _____

Supervisor: Miguel Q. Department: Shipping

Description of Duties:

"He is able to ship every route including Q. He helps with audits & inventory. Move up to \$12.50"
- Miguel Q

Additional Comments:

[Signature] 3/14/18
Supervisor Signature Date

Approval by CMG

Approved Pay Increase: \$12.50
[Signature] 3/14/18
CMG Signature Date

Approval by Human Resources

Human Resources
Signature: [Signature] 3-14-18

Status of Offer: Accepted Declined