

# PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2021</u>	Effective Date: <u>11/7/2021</u>
Hire Date: <u>9/1/2021</u>	Hours Worked: <u>60 days</u>
Employee's Name: <u>Leo VanHeel</u>	
Department: <u>Flow Wrap Operator</u>	

CHANGE (S)		FROM	TO
X	Rate	\$16.00	\$16.50
	Shift Differential	\$0.75	\$0.75
	Total	\$16.75	\$17.25

REASON (S) FOR THE CHANGE (S)							
Seniority Increase (Circle One)	60 Days	3 Month	6 Month	1 Year	18 Month	2 Year	
Merit Increase							
Other-Job Transfer/Promotion Increase							

ADDITIONAL COMMENTS
One unexcused absence

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lois Hansen</u> (Human Resources)	Date: <u>11-1-2021</u>
<u>Joe Bill</u> (GM Authorization)	Date: <u>11/1/21</u>

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