STATUS/PAYROLL CHANGE REPORT

Today's Date: _11. 1. 21_   Effective Date: _11. 10. 21_ ¹⁴

Employee's Name: _Lien Bounphanh_

Department: _Portien_   Shift: _Pm_   Skill level: _____

X	CHANGE(S)	FROM	TO
X	Rate	18.50	19.00
	Department		
	Shift		
	Skill Level		
	Schedule/Start Time		
	Status (ex: Full-time to Part-time)		
	Status (ex: Hourly to Salary)		
	Other		

X	REASON(S) FOR THE CHANGE(S)
	Promotion
X	Seniority Increase (Circle One) 90-day 6-mo. 1-yr 1 ½-yr 2-yr 3-yr Annual
	Merit Increase
	Transfer
	Other

ADDITIONAL COMMENTS

Has only worked for portien for 2 months. Will look at bringing to standard @ 1 year if he puts more effort into the job.

Authorized by: _____   Date: _11. 1. 21_

(Department Manager)

Rev. 10/03