

PAYROLL CHANGE REPORT

Today's Date: <u>3/31/2016</u>	Effective Date: <u>4/4/2016</u>
Hire Date: _____	Hours Worked: _____
Employee's Name: <u>Richard Marshall</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	Promotion to skill level 2					
	Other						

ADDITIONAL COMMENTS

Authorized by: <u></u>	Date: <u>3/31/16</u>
Guideline verified: <u>Nichol Wojcik</u>	Date: <u>3/31/16</u>
<u>(Department Manager)</u>	
<u>N/A</u>	Date: _____
<u>(Human Resources)</u>	
<u>(GM Authorization)</u>	

Updated 4/16 cmg/tmo