

PAYROLL CHANGE REPORT

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|---|----------------------------------|
| Today's Date: <u>7/1/2019</u> | Effective Date: <u>7/15/2019</u> |
| Hire Date: <u>7/11/2017 5 Month LOA</u> | Hours Worked: <u>18 Months</u> |
| Employee's Name: <u>Mary Bakwo- 1st Shift</u> | |
| Department: <u>IQF</u> | |

| CHANGE (S) | | FROM | TO |
|------------|--------------------|----------------|----------------|
| X | Rate | \$11.50 | \$11.75 |
| | Shift Differential | | |
| | Total | \$11.50 | \$11.75 |

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

| ADDITIONAL COMMENTS |
|--------------------------------|
| Zero Unexcused Absences |

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| Authorized by: <u><i>Neil B. Beach</i></u> (Department Manager) | Date: <u>6-28-19</u> |
| Guideline verified: <u><i>Nichol Wojcik</i></u> (Human Resources) | Date: <u>6-28-19</u> |
| <u><i>Paul E. Brant</i></u> (GM Authorization) | Date: <u>6/28/19</u> |

CMG
 7-18-19
 NW
 6-28-19



EMPLOYEE PERFORMANCE REVIEW

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|-------------------------|--|
| Name: Mary Bakwo | Hire Date: 7-11-17 |
| Department: IQF | Evaluation Period: 18 Months- 5 Month LOA |

| Performance Evaluation | Excellent | Good | Fair | Poor | Comments |
|------------------------|-----------|------|------|------|----------|
| | | | | | |
| Job Knowledge | | x | | | |
| Productivity | x | | | | |
| Work Quality | x | | | | |
| Work Consistency | x | | | | |
| Cooperation | | x | | | |
| Attitude | | x | | | |
| Initiative | x | | | | |
| Work Relations | | x | | | |
| Communication Skills | | x | | | |
| Dependability | x | | | | |
| Adherence to Policy | x | x NR | | | |
| Punctuality | x | | | | |
| Attendance | x | | | | |

Number of Unexcused Absences: Zero

Eligible for Pay Raise: YES No

Current Rate: \$ 11.50

New Rate: \$ 11.75

Effective Pay Period: 7-17-19

Employee Signature: MARY

Manager Signature: Nina Ransom

Date Completed: 12/11/19