

PAYROLL CHANGE REPORT

Today's Date: <u>3/1/2019</u>	Effective Date: <u>3/25/2019</u>
Hire Date: <u>3/23/2018</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Mary Gatluak- 2nd Shift</u>	
Department: <u>Flow Wrap</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.75	\$11.25
	Shift Differential		
	Total	\$10.75	\$11.25

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
Five Unexcused Absences

Authorized by: <u><i>Nancy B. [Signature]</i></u> (Department Manager)	Date: <u>2-27-19</u>
Guideline verified: <u><i>Nahol [Signature]</i></u> (Human Resources)	Date: <u>2-27-19</u>
<u><i>Paul E. [Signature]</i></u> (GM Authorization)	Date: <u>2/27/19</u>

*NW
2-28-19*



Hourly Performance Appraisal

Employee Name: Mary Gatluak	Hire Date: 3/23/2028
Department: Flow Wrap	Evaluation Period: 1 Year
Supervisor: Mark Reinarts	Review Due Week of: 3/18/2019 Review Date: 3/6/2019

Performance Rating Categories: Consider the employee’s performance in each category and designate the level of performance that most accurately describes his/her job performance.

O – Outstanding. Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

M – Meets Expectations. Competent and dependable performance level. Meets the performance standards and objectives without Constant follow-up direction

E – Exceeds Expectations. Results clearly exceed position requirements on a regular basis.

I – Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

GENERAL FACTORS

1. Quality- The extent to which an employee’s work is completed thoroughly and correctly following established process and procedures.

- Outstanding
 Exceeds Expectations
 Meets Expectations
 Needs Improvement

Specific Examples/Comments- [Click here to enter text.](#)

2. Productivity/Independence/Reliability- The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/follow-up to complete tasks/job assignments.

- Outstanding
 Exceeds Expectations
 Meets Expectations
 Needs Improvement

Specific Examples/Comments- [Click here to enter text.](#)

3. Job Knowledge- The extent to which an employee possesses and demonstrates an understanding of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- [Click here to enter text.](#)

4. Interpersonal Relationships/Cooperation/Commitment- The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and subordinates. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- [Click here to enter text.](#)

5. Attendance- The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

No. of Unexcused Absences: 6

Specific Examples/Comments- Mary needs to make significant improvements on her attendance. Six absences is already a written warning.

6. Initiative/Creativity- The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- [Click here to enter text.](#)

7. Adherence to Policy- The extent to which an employee follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required PPE.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Mary needs to pay attention to her breaks. She is consistently taking longer breaks than allowed. She needs to understand she only gets two twenty-minute breaks each day.

Overall Performance- Rate employee's overall performance in comparison to position duties and responsibilities.

- Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Complete All of the Following Sections

1. Accomplishments or new abilities demonstrated since last review: [Click here to enter text.](#)
2. Specific areas of needed improvement: Work on attendance and keeping breaks to twenty minutes.
3. Recommendations for additional training: [Click here to enter text.](#)

Employee's Comments: _____

Discussed/reviewed with employee on: [Click here to enter a date.](#) _____ Follow up requested/desired: YES or NO

Manager/Supervisor Signature:  Date: 3-6-2019

Employee Signature: Mary Gatluck Date: 3-6-2019

Would this employee be eligible for a wage increase? Yes: No:

If Yes: Current Salary: \$ 10.75 Raise To: \$ 11.25

Effective Date: 3-25-19