

# PAYROLL CHANGE REPORT

Today's Date: <u>9/1/2018</u>	Effective Date: <u>9/24/2018</u>
Hire Date: <u>3/23/2018</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Mary Gatluak- 2nd Shift</u>	
Department: <u>Flow Wrap</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.40	\$10.90
	Shift Differential		<del>X</del>
	Total	\$10.40	\$10.90

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

ADDITIONAL COMMENTS
<p style="color: red;">Two Unexcused Absences</p> <p><del>4</del> 5      no raise due to attendance</p>

Authorized by: <u><i>Nail Buech</i></u>	Date: <u>8-30-18</u>
(Department Manager)	
Guideline verified: <u><i>Nichol Woods</i></u>	Date: <u>8-29-18</u>
(Human Resources)	
<u><i>P. E. R. I.</i></u>	Date: <u>8/30/18</u>
(GM Authorization)	

*NW  
8-30-18*



# Hourly Performance Appraisal

Employee Name: Mary Gatluak	Hire Date: 3/23/2018
Department: Flow Wrap	Evaluation Period: 6 Month
Supervisor: Mark Reinarts	Review Due Week of: 9/17/2018 Review Date: 9/17/2018

**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:**                      5

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

**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-** [Click here to enter text.](#)

**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: Mary needs to work on her attendance as well as pay attention to the length of her breaks. The company allows for two 20 minute breaks for the eight hour shift.
3. Recommendations for additional training: [Click here to enter text.](#)

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_

Discussed/reviewed with employee on: 9/17/2017 Follow up requested/desired:  YES or  NO

Manager/Supervisor Signature:  Date: 9-25-2018

Employee Signature: Mary Gatluk Date: 9-25-18

Would this employee be eligible for a wage increase?  Yes:     No: **Due to absenteeism**

If Yes: Current Salary Raise To:

Effective Date: 9