

PAYROLL CHANGE REPORT

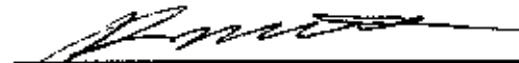
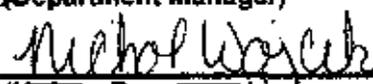
Today's Date: <u>6/25/2015</u>	Effective Date: <u>7/8/2015</u>
Hire Date: <u>4/8/2015</u>	Hours Worked: <u>3 months / 480 hours</u>
Employee's Name: <u>Kut Metho</u>	
Department: <u>Grind</u>	

CHANGE (\$)		FROM	TO
<input checked="" type="checkbox"/> X	Rate	\$9.00	\$10.50
	Shift Differential	—	—
	Total	\$9.00	\$10.50

REASON (S) FOR THE CHANGE (S)							
<input checked="" type="checkbox"/> X	Seniority Increase (Circle One)	<input checked="" type="checkbox"/> 480 HRS	<input type="checkbox"/> 6 Month	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 1 1/2 Year	<input type="checkbox"/> 2 Year	<input type="checkbox"/> Annual
<input checked="" type="checkbox"/> X	Merit Increase						
	Other						

ADDITIONAL COMMENTS

Kut has two absences.
Skill level 4, 90 day rate

Authorized by: <u></u> (Department Manager)	Date: <u>6/25/15</u>
Guideline verified: <u></u> (Human Resources)	Date: <u>6-25-15</u>
<u></u> (GM Authorization)	Date: <u>6/26/15</u>



Your workforce management & staffing experts

3month/6month Evaluation

Employee Name: <u>Kut Metho</u>	Department: <u>Grind</u>
Job Title: <u>grinder</u>	Hire Date: <u>4/8/15</u>
Supervisor: <u>Mark Lieser</u>	Evaluation Period: <u>3month/400hrs</u>

Task	Criteria	Acceptable	Needs Improvement	Not Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Notifies supervision in advance if unable to report to work as scheduled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Communicates information accurately, timely, and respectfully	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows all QA & Food Safety Awareness policies & procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	• Able to get along with others and help them complete tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does work without being constantly reminded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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