

## PAYROLL CHANGE REPORT

Today's Date: <u>7/12/2019</u>	Effective Date: <u>8/5/2019</u>
Hire Date: <u>4/29/2019</u>	Hours Worked: <u>3 Months</u>
Employee's Name: <u>Mike Buersken- 2nd Shift</u>	
Department: <u>Grinding</u>	

CHANGE (S)		FROM	TO
X	Rate	\$14.00	\$14.25
	Shift Differential	\$0.50	\$0.50
	<b>Total</b>	<b>\$14.50</b>	<b>\$14.75</b>

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

ADDITIONAL COMMENTS
<b>Three Unexcused Absences</b>

Authorized by: <u><i>Neil Buech</i></u> (Department Manager)	Date: <u>7-12-19</u>
Guideline verified: <u><i>Nichol Wojcik</i></u> (Human Resources)	Date: <u>7-16-19</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>7/16/19</u>

*New  
7-16-19*



## EMPLOYEE PERFORMANCE REVIEW

<b>Name:</b> Mike Buersken	<b>Hire Date:</b> 4-29-19
<b>Department:</b> Grinding	<b>Evaluation Period:</b> 3 Months

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			
Punctuality		X			
Attendance		X			

**Number of Unexcused Absences:** 3

**Eligible for Pay Raise:**  YES       No

**Current Rate:** \$ 14.50

**New Rate:** \$ 14.75      **Effective Pay Period:** 8-5-19

**Employee Signature:** *Michael Buerken*

**Manager Signature:** *[Signature]*

**Date Completed:** 7-10-2019