

PAYROLL CHANGE REPORT

Today's Date: <u>5/6/2021</u>	Effective Date: <u>5/23/2021</u>
Hire Date: <u>2/19/2021</u>	Hours Worked: <u>3 Months</u>
Employee's Name: <u>Michael Smith</u>	
Department: <u>Sanitation</u>	

	CHANGE (S)	FROM	TO
X	Rate	\$13.85	\$14.35
	Shift Differential	\$1.50	\$1.50
	Total	\$15.35	\$15.85

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
2 Unexcused Absences

Authorized by: <u>[Signature]</u> (Department Manager)	Date: <u>5-6-21</u>
Guideline verified: <u>[Signature]</u> (Human Resources)	Date: <u>5-6-2021</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>5/6/21</u>

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