

PAYROLL CHANGE REPORT

Today's Date: 12/8/2017 **Effective Date:** 12/4/2017
Hire Date: 7/20/2017 **Hours Worked:** NA
Employee's Name: Mike Buersken
Department: Grinder

CHANGE (S)		FROM	TO
X	Rate	\$11.90	\$12.90
	Shift Differential	\$0.50	\$0.50
	Total	\$12.40	\$13.40

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

ADDITIONAL COMMENTS

Authorized by:  **Date:** 12-11-17
(Department Manager)

Guideline verified:  **Date:** 12-11-17
(Human Resources)

 **Date:** 12/11/17
(GM Authorization)