

PAYROLL CHANGE REPORT

Today's Date: <u>10/1/2019</u>	Effective Date: <u>10/21/2019</u>
Hire Date: <u>4/14/2019</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Mohamed Abdi- 3rd Shift</u>	
Department: <u>Sanitation</u>	

CHANGE (S)		FROM	TO
X	Rate	\$12.25	\$12.75
	Shift Differential	\$1.50	\$1.50
	Total	\$13.75	\$14.25

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						

ADDITIONAL COMMENTS
Four Unexcused Absences

Authorized by: <u><i>Tim Holt</i></u> (Department Manager)	Date: <u>9/30/19</u>
Guideline verified: <u><i>Nichol Wojcik</i></u> (Human Resources)	Date: <u>9-30-19</u>
<u><i>Paul E. B...</i></u> (GM Authorization)	Date: <u>10/3/19</u>

CMG
10-22-19

New
10-3-19



EMPLOYEE PERFORMANCE REVIEW

Name:	Mohamed Abdi	Hire Date:	04/14/19
Department:	Sanitation	Evaluation Period:	6 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: 4

Eligible for Pay Raise: Yes No

Current Rate: \$13.75

New Rate: \$14.25 Effective Pay Period: 10/21/2019

Employee Signature: 

Manager Signature: 

Date Completed: 11/5/19