

PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2019</u>	Effective Date: <u>11/18/2019</u>
Hire Date: <u>6/11/2017 5 Month LOA</u>	Hours Worked: <u>2 Years</u>
Employee's Name: <u>Ngap Abella- 1st Shift</u>	
Department: <u>Flow Wrap</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.75	\$12.25
	Shift Differential		
	Total	\$11.75	\$12.25

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 Increase						

ADDITIONAL COMMENTS
Five Unexcused Absences

Authorized by: <u><i>Neil Buech</i></u> (Department Manager)	Date: <u>10-31-19</u>
Guideline verified: <u><i>Nichol Wark</i></u> (Human Resources)	Date: <u>10-30-19</u>
<u><i>Paul Branch</i></u> (GM Authorization)	Date: <u>11/4/19</u>

CM6
 11-18-19
 Now
 11-4-19



EMPLOYEE PERFORMANCE REVIEW

Name:	Ngap Abella	Hire Date:	6-11-17 -5 Month LOA
Department:	Flow Wrap	Evaluation Period:	2 Years

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: 5

Eligible for Pay Raise: Yes No

Current Rate: \$11.75

New Rate: \$12.25 Effective Pay Period: 11/18/2019

Employee Signature: Ngap Abella

Manager Signature: Nina Rios

Date Completed: 11/25/19