

# PAYROLL CHANGE REPORT

Today's Date: <u>12/1/2017</u>	Effective Date: <u>12/25/2017</u>
Hire Date: <u>12/19/2017</u>	Hours Worked: <u>12 Months</u>
Employee's Name: <u>Nguyen Anderson</u>	
Department: <u>IQF</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.90	11.15
	Shift Differential		
	Total	\$10.90	\$11.15

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

ADDITIONAL COMMENTS

Authorized by: <u><i>Neil Beach</i></u> (Department Manager)	Date: <u>12-1-17</u>
Guideline verified: <u><i>Nichol Wyeck</i></u> (Human Resources)	Date: <u>11-29-17</u>
<u><i>FER</i></u> (GM Authorization)	Date: <u>12/4/17</u>

CMG  
 12-27-17  
 MW  
 12-4-17



## Hourly Performance Appraisal

Employee Name: <b>Nguyen Anderson</b>	Hire Date <b>12/19/2016</b>
Job Title <b>IQF</b>	Evaluation Period: <b>1 Year</b>
Supervisor: <b>Nick Rausch</b>	Review Due Week of: <b>12/25/2017</b> Review Date: <b>1/3/2018</b>

**Performance Rating Categories:** Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

**O – Outstanding.** Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

**E – Exceeds Expectations.** Results clearly exceed position requirements on a regular basis.

**M – Meets Expectations.** Competent and dependable performance level. Meets the performance standards and objectives without Constant follow-up direction

**I – Improvement Needed.** Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

### GENERAL FACTORS

**1. Quality-** The extent to which an employee's work is completed thoroughly and correctly following established process and procedures.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Nguyen completes all of her work thoroughly and correctly and does a great job at packing a quality box each and every time.

**2. Productivity/Independence/Reliability-** The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/follow-up to complete tasks/job assignments.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Nguyen is able to work efficiently and independently with little direction.

**3. Job Knowledge-** The extent to which an employee possesses and demonstrates an understanding of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Nguyen demonstrates a general understanding of work instructions. She has the practical and technical knowledge required to perform the job.

**4. Interpersonal Relationships/Cooperation/Commitment-** The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and subordinates. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Nguyen is very cooperative and works well with others. She accepts and responds to change with a positive attitude.

**5. Attendance-** The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**No. of Unexcused Absences:** Zero Absences

**Specific Examples/Comments-** Nguyen has outstanding attendance and has not missed a day. GREAT JOB!

**6. Initiative/Creativity-** The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Nguyen shows initiative while at work and is always staying busy.

**7. Adherence to Policy-** The extent to which an employee follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required PPE.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Nguyen follows company policies and wears required PPE.

**Overall Performance-** Rate employee's overall performance in comparison to position duties and responsibilities.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Complete All of the Following Sections**

1. Accomplishments or new abilities demonstrated since last review: Nguyen is able to work in every area of packout and has learned to feed the multivac machine

2. Specific areas of needed improvement: None

3. Recommendations for additional training: None

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_

Discussed/reviewed with employee on: Click here to enter a date. \_\_\_\_\_ Follow up requested/desired:  YES or  NO

Manager/Supervisor Signature: Nick Ranech Date: 1/9/18

Employee Signature: Nguyen ANDERSON Date: 1/9/18

Would this employee be eligible for a wage increase?  Yes:     No:

If Yes: Current Salary: \$10.90    Raise To: \$11.15

Effective Date: 12/25/2017