

# PAYROLL CHANGE REPORT

|  |                                  |
|--|----------------------------------|
| Today's Date: <u>1/1/2020</u>                  | Effective Date: <u>1/26/2020</u> |
| Hire Date: <u>10/22/2019</u>                   | Hours Worked: <u>90 Days</u>     |
| Employee's Name: <u>Obang Odola- 3rd Shift</u> |                                  |
| Department: <u>Sanitation</u>                  |                                  |

| CHANGE (S) |                    | FROM           | TO             |
|------------|--------------------|----------------|----------------|
| X          | Rate               | \$12.60        | \$13.10        |
|            | Shift Differential | \$1.50         | \$1.50         |
|            | <b>Total</b>       | <b>\$14.10</b> | <b>\$14.60</b> |

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

| ADDITIONAL COMMENTS            |
|--------------------------------|
| <b>Zero Unexcused Absences</b> |

|  |                       |
|--|-----------------------|
| Authorized by: <u><i>Tim Holt</i></u><br>(Department Manager)        | Date: <u>12/31/19</u> |
| Guideline verified: <u><i>Nichol Wincek</i></u><br>(Human Resources) | Date: <u>12-26-19</u> |
| <u><i>Paul Smith</i></u><br>(GM Authorization)                       | Date: <u>1/3/20</u>   |

CMG  
 1-28-20  
 sent  
 payroll  
 1-3

# EMPLOYEE PERFORMANCE REVIEW



**Name:** Obang Odola  
**Department:** Sanitation

|                                       |
|---------------------------------------|
| <b>Hire Date:</b><br>10/22/2019       |
| <b>Evaluation Period:</b><br>3 Months |
| <b>TOTAL SCORE:</b>                   |

|   |   |
|---|---|
| <b>Job Knowledge:</b> Consider the employee's understanding of related job duties and procedures. | Circle One: 1 Low-to 5-High<br>1 2 3 <b>4</b> 5 |
| <b>Performance Comments:</b> <i>Completes assignments and tasks accurately and timely</i>         |   |

|  |   |
|--|---|
| <b>Work Quality:</b> Consider the extent to which completed work is accurate, neat, well organized and thorough. | Circle One: 1 Low-to 5-High<br>1 2 3 <b>4</b> 5 |
| <b>Performance Comments:</b> <i>work quality is improving</i>  |   |

|   |   |
|---|---|
| <b>Work Quantity:</b> Consider the extent to which the amount of work completed compares to quantity standards for the job. | Circle One: 1 Low-to 5-High<br>1 2 3 <b>4</b> 5 |
| <b>Performance Comments:</b>  |   |

|  |   |
|--|---|
| <b>Cooperation:</b> Consider the extent to which the employee works cooperatively with others; treats others with respect. | Circle One: 1 Low-to 5-High<br>1 2 3 <b>4</b> 5 |
| <b>Performance Comments:</b> <i>Obang is very cooperative</i>  |   |

|   |  |
|---|--|
| <b>Work Initiative:</b> Consider the extent to which the employee shows initiative in making work improvements, identifies and corrects errors, develops new work tasks or solves problems. | Circle One: 1-Bad to 5-Great<br>1 2 3 <b>4</b> 5 |
| <b>Performance Comments:</b>  |  |

# EMPLOYEE PERFORMANCE REVIEW



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|--|--|
| <b>Safety:</b> Consider the extent that the employee follows every safety practice and is conscientious of overall safety. | Circle One: 1-Bad to 5-Great<br>1 2 3 <b>4</b> 5 |
| <b>Performance Comments:</b>   |  |

|   |   |
|---|---|
| <b>Attendance:</b> Supports team performance. | Circle One: 1 Low-to 5-High<br>1 2 3 <b>4</b> 5 |
| <b>Performance Comments:</b>                  |   |

Number of Unexcused Absences: 0

Eligible for Pay Raise:

- Yes  
 No

Current Rate: \$ 12.60 + 1.50 = \$14.10

New Rate: \$ 13.10 + 1.50 = \$14.60

Effective Pay Period:

Employee Signature:

*Obang Odola*

Manager/Supervisor Signature:

*Tim Holt*

Date Completed:

*3/13/20*