

PAYROLL CHANGE REPORT

Today's Date: <u>5/1/2019</u>	Effective Date: <u>6/3/2019</u>
Hire Date: <u>5/30/2018</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Odol Oman- 3rd Shift</u>	
Department: <u>Sanitation</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$12.75	\$13.00
	Shift Differential	\$1.50	\$1.50
	Total	\$14.25	\$14.50

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
Six Unexcused Absences

Authorized by: <u><i>Tina Holt</i></u> (Department Manager)	Date: _____
Guideline verified: <u><i>Nichol Worick</i></u> (Human Resources)	Date: <u>4-30-19</u>
<u><i>Paul E. Brant</i></u> (GM Authorization)	Date: <u>5/2/19</u>

CMG
6-24-19
New
5-2-19



EMPLOYEE PERFORMANCE REVIEW

Name: Odol Oman	Hire Date: 05/30/2018
Department: Sanitation	Evaluation Period: 1 Year

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	X	
Adherence to Policy		X			
Punctuality		X			
Attendance				X	

Number of Unexcused Absences: 6

Eligible for Pay Raise: <input checked="" type="checkbox"/> YES <input type="checkbox"/> No	
Current Rate: \$12.75 + 1.50 = \$14.25	
New Rate: \$13.00 + 1.50 = \$14.50	Effective Pay Period: 06/03/2019

Employee Signature: _____

Manager Signature: Twin Holt

Date Completed: 6/30/19