

PAYROLL CHANGE REPORT

Today's Date: 10/1/2018 **Effective Date:** 10/22/2018
Hire Date: 4/18/2018 **Hours Worked:** 6 Months
Employee's Name: Okugn Gilo - 1st
Department: Dimesnion Operator

CHANGE (S)		FROM	TO
X	Rate	\$11.90	\$12.40
	Shift Differential		
	Total	\$11.90	\$12.40

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

Four Unexcused Absences
one more v/o prior to 10-22 + no raise

Authorized by: *[Signature]* **Date:** 10-2-18
 (Department Manager)
Guideline verified: *[Signature]* **Date:** 9-28-18
 (Human Resources)
[Signature] **Date:** 10/3/18
 (GM Authorization)

CMG 10-23-18
CMG - 10/24/18

NW 10-9-18



Hourly Performance Appraisal

Employee Name: Okugn Gilo	Hire Date: 4/18/2018
Department: Flow Wrap Operator	Evaluation Period: 6 Month
Supervisor: Nick Rausch	Review Due Week of: 10/22/2018 Review Date: 10/24/2018

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.

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

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

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- Okugn does a good job making sure we are producing a quality package for our customers. He completes his work correctly following processes and procedures.

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- Okugn is a productive employee. He works efficiently in an 8-hour period. He can work independently with little direction from the lead. He can be relied upon to complete tasks/job assignments.

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- Okugn is knowledgeable about the equipment in his area. He understands work instructions, processes, equipment and materials required to perform his 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- Okugn is willing and cooperative. He works and communicates well with others. He always has a positive attitude and takes responsibility for his own performance.

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: 4

Specific Examples/Comments- Okugn has missed four days in six months. The company policy allows eight days unexcused a year. If he misses more than four days within the next six months he will not be eligible for his one-year raise.

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- Okugn shows initiative in an 8-hour period. He stays busy and helps others when he can.

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- Okugn follows company polices and work conduct rules. He follows safety rules and regulations 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: Okugn can set up the fuji/sealstrip on his own.

2. Specific areas of needed improvement: Learn how to operate the gate.

3. Recommendations for additional training: Click here to enter text.

Employee's Comments: _____

Discussed/reviewed with employee on: 10/24/2018 Follow up requested/desired: YES or NO

Manager/Supervisor Signature: Nick Pausch Date: 10/24/18

Employee Signature: [Signature] Date: 10/24/18

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

If Yes: Current Salary: \$ 11.90 Raise To: \$ 12.40

Effective Date: 10-22-18