

PAYROLL CHANGE REPORT

Today's Date: <u>4/1/2019</u>	Effective Date: <u>4/15/2019</u>
Hire Date: <u>4/18/2018</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Okugn Gilo- 1st Shift</u>	
Department: <u>Flow Wrap Operator</u>	

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

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>N. et al B. meek</i></u> (Department Manager)	Date: <u>3-28-19</u>
Guideline verified: <u><i>Nichol Wixek</i></u> (Human Resources)	Date: <u>3-26-19</u>
<u><i>Paul E. Bensch</i></u> (GM Authorization)	Date: <u>3/28/19</u>

CMG
 4-16-19
 New
 3-28-19



EMPLOYEE PERFORMANCE REVIEW

Name: Okugn Gilo	Hire Date: 4/18/18
Department: Flow Wrap	Evaluation Period: 1 Year

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge	X	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			Work on coming in on time consistently
Attendance			X		

Number of Unexcused Absences: 5

Eligible for Pay Raise: <input checked="" type="checkbox"/> YES <input type="checkbox"/> No
Current Rate: \$12.75
New Rate: \$13.00 Effective Pay Period: 4/15/19

Employee Signature: *Okugn Gilo*

Manager Signature: *Nick Rausch*

Date Completed: *6/24/19*