

PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2021</u>	Effective Date: <u>11/7/2021</u>
Hire Date: <u>5/3/2021</u>	Hours Worked: <u>6 month</u>
Employee's Name: <u>Okwot Oman</u>	
Department: <u>Sanitation</u>	

CHANGE (S)		FROM	TO
X	Rate	\$15.00	\$15.50
	Shift Differential	\$1.50	\$1.50
	Total	\$16.50	\$17.00

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	60 Days	3 Month	6 Month	1 Year	18 Month	2 Year
	Merit Increase						
	Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS
No unexcused absences

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lou Laurer</u> (Human Resources)	Date: <u>11-1-2021</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>11/1/21</u>

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