

# PAYROLL CHANGE REPORT

Today's Date: <u>7/1/2021</u>	Effective Date: <u>7/4/2021</u>
Hire Date: <u>4/2/2021</u>	Hours Worked: <u>3 Months</u>
Employee's Name: <u>Omot Karu</u>	
Department: <u>Sanitation</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$13.85	\$14.35
	Shift Differential	\$1.50	\$1.50
	Total	\$15.35	\$15.85

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: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lou Kaiser</u> (Human Resources)	Date: <u>7-1-2021</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>7/1/21</u>