

# PAYROLL CHANGE REPORT

Today's Date: <u>6/1/2019</u>	Effective Date: <u>6/17/2019</u>
Hire Date: <u>5/14/2018 1 Month LOA</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Omot Okello- 1st Shift</u>	
Department: <u>Grinding</u>	

	CHANGE (\$)	FROM	TO
X	Rate	\$14.90	\$15.15
	Shift Differential		
	<b>Total</b>	<b>\$14.90</b>	<b>\$15.15</b>

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

ADDITIONAL COMMENTS
<b>Four Unexcused Absences</b>

Authorized by:	<u>Neil J. Bueck</u> (Department Manager)	Date:	<u>6-3-19</u>
Guideline verified:	<u>Nichol Wines</u> (Human Resources)	Date:	<u>6-3-19</u>
	<u>POE Bin</u> (GM Authorization)	Date:	<u>6/3/19</u>

CMG  
4-20-19

New  
6-3-19



# EMPLOYEE PERFORMANCE REVIEW

Name: Omot Okello	Hire Date: 05/14/2018 1 Month LOA
Department: Grinding	Evaluation Period: 1 Year

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge		X			LEARN HOW TO MAKE RECIPES
Productivity	X				
Work Quality	X				
Work Consistency	X				
Cooperation	X				
Attitude	X				
Initiative	X				
Work Relations	X				HELPING IN OTHER AREAS
Communication Skills	X				
Dependability	X				
Adherence to Policy	X				
Punctuality	X				
Attendance	X				

Number of Unexcused Absences: 4

Eligible for Pay Raise:  YES  No

Current Rate: \$14.90

New Rate: \$15.15      Effective Pay Period: 6-17-19

Employee Signature: Omot Okello

Manager Signature: Nick RAVSCH

Date Completed: 6/24/19