

PAYROLL CHANGE REPORT

Today's Date: <u>8/21/2018</u>	Effective Date: <u>8/19/2021</u>
Hire Date: <u>5/14/2018 Re-hired</u>	Hours Worked: <u>3 Months</u>
Employee's Name: <u>Omot Okello- 1st Shift</u>	
Department: <u>Grinding</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$12.90	\$13.40
	Shift Differential		
	Total	\$12.90	\$13.40

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	3 Month	6 Month	1 Year	18 Month	2 Year	Annual
X	Merit Increase- Equity Adjustment for Time Worked and Excellent Performance						
	Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS

Authorized by: <u><i>Neil J. Buesch</i></u> (Department Manager)	Date: <u>8-23-18</u>
Guideline verified: <u><i>Mahol Wojcik</i></u> (Human Resources)	Date: <u>8-23-18</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>8/23/18</u>

NW
8-23-18



Hourly Performance Appraisal

Employee Name: Omot Okello	Hire Date: 5/14/2018
Department: Grinding	Evaluation Period: 3 Month
Supervisor: Nick Rausch	Review Due Week of: 8/13/2018 Review Date: 8/23/2018

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.

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

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

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- Omot does a great job with scanning/paperwork. It is always completed thoroughly and accurately.

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- Omot is productive in an 8 hour work day. He has the ability to work independently with minimal direction from the lead/supervisor.

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- Omot demonstrates an understanding of work instructions, processes, equipment and materials required to perform his job. I would like Omot to start working with the lead on how to create recipes for different grind codes and also learning the purchasing sheet.

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- Omot is willing and cooperative. He works well with his coworkers. He accepts additional duties willingly 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: 0

Specific Examples/Comments- Omot has excellent attendance and is always on time ready for work. He is willing to work overtime as required.

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- Omot shows initiative while on the floor. If he has nothing to do I have seen him helping other coworkers in other areas as well as his own. He is a team player.

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- Omot follows company policies, procedures and work conduct rules. He completes all his daily head checks on time without having to be reminded.

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: [Click here to enter text.](#)
2. Specific areas of needed improvement: None
3. Recommendations for additional training: Learning the purchasing sheet and how to create recipes.

Employee's Comments: _____

Discussed/reviewed with employee on: [Click here to enter a date.](#) _____ Follow up requested/desired: YES or NO

Manager/Supervisor Signature: *Nina Russell* Date: 8/23/18

Employee Signature: *Omot* Date: 8/23/18

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

If Yes: Current Salary: \$ 12.90 Raise To: \$ 13.40

Effective Date : 8/19/18