

# PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2017</u>	Effective Date: <u>11/6/2017</u>
Hire Date: <u>5/3/2016</u>	Hours Worked: <u>18 Month</u>
Employee's Name: <u>Pamela Kissner</u>	
Department: <u>Dimension Support</u>	

CHANGE (S)		FROM	TO
X	Rate	\$13.25	13.50
	Shift Differential		-
	Total	\$13.25	\$13.50

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

ADDITIONAL COMMENTS

Authorized by: <u><i>Neil B...</i></u> (Department Manager)	Date: <u>11-1-17</u>
Guideline verified: <u><i>Nickol Wojcik</i></u> (Human Resources)	Date: <u>10-30-17</u>
<u><i>ROBERT</i></u> (GM Authorization)	Date: <u>11/1/17</u>

*CMG*  
*11-6-17*

*UCC*  
*11-6-17*



11/16

# Hourly Performance Appraisal

Employee Name: Pam Kissner	Hire Date: 5-3-16
Job Title: Dimension Support	Evaluation Period: 18 months
Supervisor: Nick Rausch	Review Date: 11-6-17

**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.

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

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

**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- PAM DOES AN EXCELLENT JOB MAKING SURE WE ARE READY FOR CHANGEOVERS & ALSO CLEANING UP AFTER THE SHIFT.

**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- PAM IS ABLE TO WORK WITH LITTLE SUPERVISION & COMPLETES ALL TASKS ASSIGNED.

**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- PAM DOES A GOOD JOB WITH PAPERWORK  $\frac{1}{2}$  UNDERSTANDING HOW THE PROCESS WORKS. I WANT TO SEE PAM WORK WITH SETTING UP MACHINES MORE.

**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- PAM IS VERY COOPERATIVE  $\frac{1}{2}$  GETS ALONG WITH EVERYONE ON THE FLOOR.

**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: 2

Specific Examples/Comments- PAM IS HERE EVERYDAY  $\frac{1}{2}$  VOLUNTEERS HER TIME ON WEEKENDS.

**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- PAM ALWAYS WILLING TO LEARN NEW TASKS.

**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- PAM ALWAYS WEARS PPE AND IS A SAFE WORKER. SHE FOLLOWS ALL COMPANY POLICIES.

**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: LEARNING PAPERWORK, SETTING UP LINES EX: DOLLAR TREE  $\frac{1}{3}$  IQF
2. Specific areas of needed improvement: LEARN HOW TO SET UP MACHINES WITHOUT THE LEADS HELP.
3. Recommendations for additional training: WORK WITH LEAD

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_

Discussed/reviewed with employee on: 11/8/17 Follow up requested/desired: YES or NO

Manager/Supervisor Signature: Nick Rausch Date: 11/6/17

Employee Signature: Parula Kussner Date: 11/8/17

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

If Yes: Current Salary \$ 13.25 Raise Amount \$ 13.50 Effective Date: 11-6-17