

PAYROLL CHANGE REPORT

Today's Date: <u>2/12/2018</u>	Effective Date: <u>2/11/2018</u>
Hire Date: _____	Hours Worked: _____
Employee's Name: <u>Patrick Combs</u>	
Department: <u>Maintenance</u>	

	CHANGE (S)	FROM	TO
	Rate	\$13.90	\$13.90
<input checked="" type="checkbox"/>	Shift Differential	\$0.50	\$1.50
	Total	\$14.40	\$15.40

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
<input checked="" type="checkbox"/>	Other						

ADDITIONAL COMMENTS
Transfer to 3rd Shift

Authorized by: <u></u> (Department Manager)	Date: <u>2-13-18</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>2/12/18</u>
<u></u> (GM Authorization)	Date: <u>2/13/18</u>

-revised in
TP 2-12-18