

PAYROLL CHANGE REPORT

Today's Date: <u>5/1/2019</u>	Effective Date: <u>5/20/2019</u>
Hire Date: <u>11/20/2018</u>	Hours Worked: <u>6 Month</u>
Employee's Name: <u>Paul Okura- 2nd Shift</u>	
Department: <u>Dimension</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.75	\$11.25
	Shift Differential		
	Total	\$10.75	\$11.25

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

ADDITIONAL COMMENTS

Three Unexcused Absences

Four

Authorized by: <u><i>Keith Brecken</i></u> (Department Manager)	Date: <u>5-1-19</u>
Guideline verified: <u><i>Nichol Wixik</i></u> (Human Resources)	Date: <u>4-30-19</u>
<u><i>Paul E. Brails</i></u> (GM Authorization)	Date: <u>5/2/19</u>

CMG
 5-20-19
 New
 5-2-19



EMPLOYEE PERFORMANCE REVIEW

Name: Paul Okura	Hire Date: 11/20/2018
Department: Dimension	Evaluation Period: 6 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge		X			
Productivity		X			
Work Quality		X			
Work Consistency		X			
Cooperation		X			
Attitude		X			
Initiative		X			
Work Relations		X			
Communication Skills		X			
Dependability			X		
Adherence to Policy		X			Due to attendance
Punctuality		X			
Attendance			X		

Number of Unexcused Absences: 4

Eligible for Pay Raise: <input checked="" type="checkbox"/> YES <input type="checkbox"/> No
Current Rate: \$10.75
New Rate: \$11.25 Effective Pay Period: 05/20/2019

Employee Signature: 

Manager Signature: 

Date Completed: 5/23/2019