

# PAYROLL CHANGE REPORT

Hire Date: 3/1/2017      Effective Date: 3/27/2017  
3/24/2015      Hours Worked: 2 Year  
 Employee's Name: Richard Marshall  
 Department: Patty Operator

CHANGE (S)		FROM	TO
X	Rate	\$12.50	\$13.00
	Shift Differential	\$0.50	.50
	<b>Total</b>	<b>\$13.00</b>	<b>\$13.50</b>

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

**ADDITIONAL COMMENTS**

Authorized by: <u>[Signature]</u> (Department Manager)	Date: <u>2/27/17</u>
Guideline verified: <u>[Signature]</u> (Human Resources)	Date: <u>2-27-17</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>2/27/17</u>

2-27-17  
[Handwritten initials]



"your workforce management & staffing experts"

-1  
3-27

Employee Name: <u>Richard Marshall</u>	Department: <u>Patties</u>
Job Title: <u>Patty operator</u>	Hire Date: <u>3-24-15</u>
Supervisor: <u>Matt Heaton</u>	Evaluation Period: <u>2 year</u>

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Notifies supervision in advance if unable to report to work as scheduled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Communicates information accurately, timely, and respectfully	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows all GMP policies & procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	• Able to get along with others and help them complete tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does work without being constantly reminded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed? <i>No</i>	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work? <i>No</i>	If obstacles or barriers exist, what has been done to eliminate them?

For Employees at their 30-Day and 90-Day milestone, please mark one:

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

Supervisor Comments
(If Not-Acceptable is marked for any Task, specific examples must be provided) <i>Richards progress as a patty operator has been slow. However he has become a valued employee in his department.</i>
Employee Comments

This Evaluation has been reviewed with me on this date.

Employee Signature: <i>Richard M. Marshall</i>	Date: <i>3-23-17</i>
Supervisor Signature: <i>Ma</i>	Date: <i>3-23-17</i>

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

If Yes, Amount?        Approved by:        Date:       

*504*  
*13. - 13.50*