

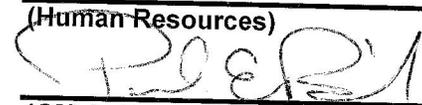
PAYROLL CHANGE REPORT

Today's Date: <u>4/4/2017</u>	Effective Date: <u>4/3/2017</u>
Hire Date: <u>10/18/2016</u>	Hours Worked: _____
Employee's Name: <u>Romeago Metho</u>	
Department: <u>Grinding</u>	

CHANGE (\$)		FROM	TO
<input checked="" type="checkbox"/> X	Rate	\$11.50	\$12.50
	Shift Differential	\$0.50	\$0.50
<input checked="" type="checkbox"/> X	Total	\$12.00	\$13.00

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

ADDITIONAL COMMENTS
Interim review for grinding. Move to grinding rate

Authorized by: <u></u> (Department Manager)	Date: <u>4/4/17</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>4/4/17</u>
<u></u> (GM Authorization)	Date: <u>4/5/17</u>

NJG
 4-5-17

Job Transfer/Promotion Evaluation

Employee Name Romego Metho

Department Grinding

Task	Criteria	Needs		Comments
		Acceptable	Improvement	
Communication	Effectively exchanges information, written or verbal, with all types of personnel	yes		
	Communicates information accurately, timely and respectfully	yes		
Job Skills	Demonstrates technical understanding of the job	yes		
	Has the ability to analyze work, set goals, develop plans of action and utilizes time appropriately	yes		
Quality	Is aware of, and complies with, product specifications related to their department and/or area.	yes		

Items employee needs to work/improve on: _____

Rate Change? Yes No

If No, why not/when will next review occur? _____

Employee Signature: _____ Date: 4-3-17

Supervisor Signature: _____ Date: 4-3-17