


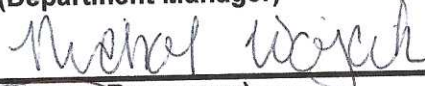

PAYROLL CHANGE REPORT

Today's Date: _____	Effective Date: <u>11/25/2019</u>
Hire Date: <u>10/2/2018</u>	Hours Worked: <u>1 Year</u>
Employee's Name: _____	<u>Ronevan Gonzaga-2nd Shift</u>
Department: _____	<u>Grinding</u>

CHANGE (S)		FROM	TO
X	Rate	\$13.60	\$14.35
	Shift Differential	\$0.50	\$0.50
	Total	\$14.10	\$14.85

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
Seven Unexcused Absences

Authorized by: <u></u>	Date: <u>11-21-19</u>
Guideline verified: <u></u>	Date: <u>11-21-19</u>
<u></u>	Date: <u>11/21/19</u>
(Department Manager)	
(Human Resources)	
(GM Authorization)	

CMG
11-25-19

New
11-22-19



EMPLOYEE PERFORMANCE REVIEW

Name:	Ronevan Gonzaga	Hire Date:	10/02/18
Department:	Grinding	Evaluation Period:	1 Year

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			
Punctuality		X			
Attendance				X	

Number of Unexcused Absences: 7

Eligible for Pay Raise: Yes No

Current Rate: 13.60 + .50 = \$14.10

New Rate: 14.35 + .50 = \$14.85 Effective Pay Period: _____

Employee Signature: Ronevan Gonzaga

Manager Signature: [Signature]

Date Completed: 11-25-2019