

PAYROLL CHANGE REPORT

Today's Date: <u>10/1/2017</u>	Effective Date: <u>10/23/2017</u>
Hire Date: <u>4/21/2017</u>	Hours Worked: <u>6 Month</u>
Employee's Name: <u>Sami Abdullahi</u>	
Department: <u>Flow Wrap</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$10.00	\$10.50
	Shift Differential		-
	Total	\$10.00	\$10.50

REASON (S) FOR THE CHANGE (S)							
<input checked="" type="checkbox"/> Seniority Increase (Circle One)	<input type="checkbox"/> 3 Month	<input type="checkbox"/> 6 Month	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 18 Month	<input type="checkbox"/> 2 Year	<input type="checkbox"/> Annual	
<input type="checkbox"/> Merit Increase (level 2)							
<input type="checkbox"/> Other-Job Transfer/Promotion Increase							

ADDITIONAL COMMENTS

Authorized by: <u><i>Nell Bunch</i></u> (Department Manager)	Date: <u>9-28-17</u>
Guideline verified: <u><i>Nichol Worek</i></u> (Human Resources)	Date: <u>9-27-17</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>9/28/17</u>

*NLW
9-29-17*



30-90 Evaluation for Employees in a New Position

1

Employee Name: Sami Abdullahi	Department: Flow wrap
Job Title:	Hire Date: 4-21-17
Supervisor: Matt Heaton	Evaluation Period: 6 months

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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? <p style="text-align: center;">No</p>	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work? <p style="text-align: center;">No</p>	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)
<p style="font-size: 1.2em; font-family: cursive;">Needs to listen to and follow directions better. He is improving.</p>
Employee Comments

This Evaluation has been reviewed with me on this date.

Employee Signature: 	Date:
Supervisor Signature: 	Date: 10-20-17

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

If Yes, Amount? \$10.50 Approved by: _____ Date: _____