

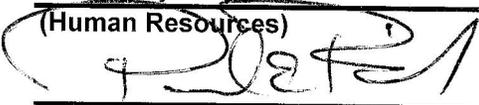
# PAYROLL CHANGE REPORT

Today's Date: <u>5/8/2017</u>	Effective Date: <u>5/15/2017</u>
Hire Date: _____	Hours Worked: _____
Employee's Name: <u>Shamsadeen Mahmound</u>	
Department: <u>Patties</u>	

CHANGE (S)		FROM	TO
<input checked="" type="checkbox"/>	Rate	\$11.50	\$13.00
	Shift Differential	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Total	\$11.50	\$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"/>	Merit Increase						
	Other						

ADDITIONAL COMMENTS
Interim review - Nick okayed for Operator Pay

Authorized by: <u></u> (Department Manager)	Date: <u>5/15/17</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>5/8/17</u>
<u></u> (GM Authorization)	Date: <u>5/15/17</u>

*Handwritten:*  
 kw  
 5-16-17

# Job Transfer/Promotion Evaluation

Employee Name Shamsadeen Mahmoud

(due on 5/12/17)

Department Patties

Task	Criteria	Needs		Comments
		Acceptable	Improvement	
Communication	Effectively exchanges information, written or verbal, with all types of personnel	X		
	Communicates information accurately, timely and respectfully	X		
Job Skills	Demonstrates technical understanding of the job		X	IF YOU'RE NOT SURE ABOUT SOMETHING ASK SAM WHAT TO DO.
	Has the ability to analyze work, set goals, develop plans of action and utilizes time appropriately	X		
Quality	Is aware of, and complies with, product specifications related to their department and/or area.		X	LEARN ABOUT PRODUCTS, GET FAMILIAR WITH TOOLING.

Items employee needs to work/improve on:

GET MORE FAMILIAR WITH JOB SHEETS & TOOLING.

KEEP LEARNING MORE ABOUT THE MACHINE. ASK QUESTIONS IF YOU'RE NOT SURE ABOUT SOMETHING.

Rate Change?  Yes  No

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

Employee Signature: Shamsadeen IM

Date: 5/9/17

Supervisor Signature: Nick Raubol

Date: 5/4/17