

PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2021</u>	Effective Date: <u>11/28/2021</u>
Hire Date: <u>9/28/2021</u>	Hours Worked: <u>60 days</u>
Employee's Name: <u>Shaylene Baker</u>	
Department: <u>Packer</u>	

CHANGE (S)		FROM	TO
X	Rate	\$14.00	No Raise
	Shift Differential	\$0.75	More than 2 unexcused absences
	Total	\$14.75	In 60 days

REASON (S) FOR THE CHANGE (S)							
Seniority Increase (Circle One)	60 Days	3 Month	6 Month	1 Year	18 Month	2 Year	
Merit Increase							
Other-Job Transfer/Promotion Increase							

ADDITIONAL COMMENTS
Three unexcused absences

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lou Laurin</u> (Human Resources)	Date: <u>11-1-2021</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>11/1/21</u>