

PAYROLL CHANGE REPORT

Today's Date: <u>9/1/2021</u>	Effective Date: <u>9/5/2021</u>
Hire Date: <u>6/1/2021</u>	Hours Worked: <u>3 Months</u>
Employee's Name: <u>Sylvester Martin- 3rd Shift</u>	
Department: <u>Sanitation</u>	

	CHANGE (\$)	FROM	TO
X	Rate	\$13.85	\$14.35
	Shift Differential	\$1.50	\$1.50
	Total	\$15.35	\$15.85

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
Two Unexcused Absences

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u><i>Lauri Hausor</i></u> (Human Resources)	Date: <u>9-1-2021</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>9-1-2021</u>

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