# PAYROLL CHANGE REPORT

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|---|---|
| Today's Date: 3/16/2016 | Effective Date: 3/14/2016 |
| Hire Date: | Hours Worked: |
| Employee's Name: Allison Tell | |
| Department: QA | |

| | CHANGE (S) | FROM | TO |
|---|---|---|---|
| | Rate | $11.00 | $11.00 |
| X | Shift Differential | $0.00 | $0.50 |
| X | Total | $11.00 | $11.50 |

| REASON (S) FOR THE CHANGE (S) | | | | | | |
|---|---|---|---|---|---|---|
| Seniority Increase (Circle One) | 90 Day | 6 Month | 1 Year | 1 1/2 Year | 2 Year | Annual |
| Merit Increase | | | | | | |
| X  Other   Transfer to "2nd" shift, added shift differential | | | | | | |

## ADDITIONAL COMMENTS
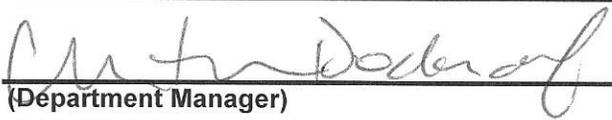
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| Authorized by: _[signature]_ (Department Manager) | Date: | 3/16/16 |
| Guideline verified: Nichol Wojcik (Human Resources) | Date: | 3/16/16 |
| N/A (GM Authorization) | Date: | |