

PAYROLL CHANGE REPORT

Today's Date: <u>2/1/2020</u>	Effective Date: <u>2/16/2020</u>
Hire Date: <u>11/12/2019</u>	Hours Worked: <u>3 Months</u>
Employee's Name: <u>Terrance Jones - 2nd Shift</u>	
Department: <u>Grinding</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$12.60	\$14.10
	Shift Differential	\$0.50	\$0.50
	Total	\$13.10	\$14.60

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
Zero Unexcused Absences

Authorized by: <u><i>Nell B. [Signature]</i></u> (Department Manager)	Date: <u>1-30-20</u>
Guideline verified: <u><i>Lori Larson</i></u> (Human Resources)	Date: <u>1-29-2020</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>1/31/20</u>

CMG
2-18-
1-31
pay/outs

EMPLOYEE PERFORMANCE REVIEW



Name: <u>Terrance Jones</u>	Hire Date: 11/12/2019
Department: <u>Grinding</u>	Evaluation Period: 3 Months
TOTAL SCORE: 23	

Job Knowledge: Consider the employee's understanding of related job duties and procedures.	Circle One: 1 Low-to 5-High 1 2 3 4 5
Performance Comments: Terrance is continuing to learn different positions in the Grinding Department. Currently we are training Terrance on the mixer operations as well as scanning in ingredients.	

Work Quality: Consider the extent to which completed work is accurate, neat, well organized and thorough.	Circle One: 1 Low-to 5-High 1 2 3 4 5
Performance Comments: Terrance continues to follow instructions and asks for direction when he has a question.	

Work Quantity: Consider the extent to which the amount of work completed compares to quantity standards for the job.	Circle One: 1 Low-to 5-High 1 2 3 4 5
Performance Comments: Terrance is always asking if there is anything he can help with.	

Cooperation: Consider the extent to which the employee works cooperatively with others; treats others with respect.	Circle One: 1 Low-to 5-High 1 2 3 4 5
Performance Comments: Terrance is very respectful of others and willing to help out when possible.	

Work Initiative: Consider the extent to which the employee shows initiative in making work improvements, identifies and corrects errors, develops new work tasks or solves problems.	Circle One: 1-Bad to 5-Great 1 2 3 4 5
Performance Comments: Terrance wants to do the right things and is not afraid to ask questions.	

EMPLOYEE PERFORMANCE REVIEW



Safety: Consider the extent that the employee follows every safety practice and is conscientious of overall safety.	Circle One: 1-Bad to 5-Great 1 2 3 4 5
Performance Comments: Terrance follows safety procedures	

Attendance: Supports team performance.	Circle One: 1 Low-to 5-High 1 2 3 4 5
Performance Comments: Terrance has been very responsible with his attendance.	

Number of Unexcused Absences: 0

Eligible for Pay Raise:

- Yes
 No

Current Rate: \$ 13.10

New Rate: \$ 14.60

Effective Pay Period: 02/16/2020

Employee Signature: _____

Manager/Supervisor Signature: _____

Date Completed: 2-13-2020