

# PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2020</u>	Effective Date: <u>11/15/2020</u>
Hire Date: <u>11/12/2019</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Terrance Jones- 2nd Shift</u>	
Department: <u>Grinding</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$14.35	\$14.60
	Shift Differential	\$0.50	\$0.50
	<b>Total</b>	<b>\$14.85</b>	<b>\$15.10</b>

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
<b>Four Unexcused Absences</b>

Authorized by: <u></u>	Date: <u>10-29-20</u>
(Department Manager)	
Guideline verified: <u>Lou Lause</u>	Date: <u>10-29-2020</u>
(Human Resources)	
<u></u>	Date: <u>11/2/20</u>
(GM Authorization)	

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