

PAYROLL CHANGE REPORT

Today's Date: <u>10/1/2019</u>	Effective Date: <u>10/14/2019</u>
Hire Date: <u>9/11/2017 1 Month LOA</u>	Hours Worked: <u>2 Years</u>
Employee's Name: <u>Thanh Dang- 1st Shift</u>	
Department: <u>IQF</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.75	\$12.25
	Shift Differential		
	Total	\$11.75	\$12.25

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						

ADDITIONAL COMMENTS
Zero Unexcused Absences

Authorized by: <u><i>Nelly Buecher</i></u> (Department Manager)	Date: <u>9-30-19</u>
Guideline verified: <u><i>Nelly Buecher</i></u> (Human Resources)	Date: <u>9-30-19</u>
<u><i>POE Burt</i></u> (GM Authorization)	Date: <u>9/30/19</u>

CMG
10-17-19

NW
10-19



EMPLOYEE PERFORMANCE REVIEW

Name: Thanh Dang	Hire Date: 09/11/17 1 Mo LOA
Department: IQF	Evaluation Period: 2 Years

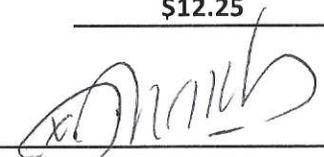
Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge		X			
Productivity	X				
Work Quality	X				
Work Consistency	X				
Cooperation	X				
Attitude	X				
Initiative	X				
Work Relations	X				
Communication Skills	X				
Dependability	X				
Adherence to Policy	X				
Punctuality	X				
Attendance	X				

Number of Unexcused Absences: Zero

Eligible for Pay Raise: Yes No

Current Rate: \$11.75

New Rate: \$12.25 Effective Pay Period: 10/14/2019

Employee Signature: 

Manager Signature: 

Date Completed: 12/11/19