

# PAYROLL CHANGE REPORT

Today's Date: <u>7/1/2018</u>	Effective Date: <u>7/30/2018</u>
Hire Date: <u>1/29/2017</u>	Hours Worked: <u>18 Months</u>
Employee's Name: <u>Thi Ngoc Trinh Le</u>	
Department: <u>Dimension</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$11.15	\$11.40
	Shift Differential		
	Total	\$11.15	\$11.40

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></u>	Date: <u>7-9-18</u>
Guideline verified: <u></u>	Date: <u>6-29-18</u>
<u></u>	Date: <u>7/9/18</u>
(Department Manager)	
(Human Resources)	
(GM Authorization)	

CMG  
 8-1  
 New  
 7-9-18



## Hourly Performance Appraisal

Employee Name: Trinh Le	Hire Date: 1/29/2017
Department: Dimension	Evaluation Period: 18 Month
Supervisor: Nick Rausch	Review Due Week of: 7/23/2018 Review Date: 8/7/2018

**Performance Rating Categories:** Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

**O – Outstanding.** Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

**E – Exceeds Expectations.** Results clearly exceed position requirements on a regular basis.

**M – Meets Expectations.** Competent and dependable performance level. Meets the performance standards and objectives without Constant follow-up direction

**I – Improvement Needed.** Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

### GENERAL FACTORS

**1. Quality-** The extent to which an employee's work is completed thoroughly and correctly following established process and procedures.

- Outstanding    
  Exceeds Expectations    
  Meets Expectations    
  Needs Improvement

**Specific Examples/Comments-** Trinh completes her work thoroughly and follows processes and procedures.

**2. Productivity/Independence/Reliability-** The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/follow-up to complete tasks/job assignments.

- Outstanding    
  Exceeds Expectations    
  Meets Expectations    
  Needs Improvement

**Specific Examples/Comments-** Trinh works efficiently in a 8 hour period and has the ability to work independently with minimal direction from the lead/supervisor.

**3. Job Knowledge-** The extent to which an employee possesses and demonstrates an understanding of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Trinh demonstrates an understanding of work instructions, processes and materials required to perform the job.

**4. Interpersonal Relationships/Cooperation/Commitment-** The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and subordinates. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Trinh is very cooperative and gets along with her coworkers well. She is always polite and friendly. She responds to change in a positive manner.

**5. Attendance-** The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**No. of Unexcused Absences:**                      0

**Specific Examples/Comments-** Trinh has excellent attendance and is always willing to work overtime.

**6. Initiative/Creativity-** The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Trinh shows initiative out on the floor and stays busy and helps her coworkers when she can.

**7. Adherence to Policy-** The extent to which an employee follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required PPE.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

Specific Examples/Comments- Trinh follows company policies and work procedures. She follows safety rules and wears her PPE.

**Overall Performance-** Rate employee's overall performance in comparison to position duties and responsibilities.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Complete All of the Following Sections**

1. Accomplishments or new abilities demonstrated since last review: [Click here to enter text.](#)

2. Specific areas of needed improvement: [Click here to enter text.](#)

3. Recommendations for additional training: [Click here to enter text.](#)

Employee's Comments: \_\_\_\_\_

Discussed/reviewed with employee on: [Click here to enter a date.](#) \_\_\_\_\_ Follow up requested/desired:  YES or  NO

Manager/Supervisor Signature: Nina Rausch Date: 8/23/18

Employee Signature: X [Signature] Date: 8/23/18

Would this employee be eligible for a wage increase?  Yes:     No:

If Yes: Current Salary: \$ 11.15    Raise To: \$ 11.40

Effective Date: 7-30-18