

# PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2021</u>	Effective Date: <u>11/6/2021</u>
Hire Date: <u>8/6/2021</u>	Hours Worked: <u>3 month</u>
Employee's Name: <u>Thomas Burton</u>	
Department: <u>Packer</u>	

CHANGE (S)		FROM	TO
X	Rate	\$14.00	No Raise
	Shift Differential	\$0.00	
	Total	\$14.00	

REASON (S) FOR THE CHANGE (S)							
Seniority Increase (Circle One)	60 Days	3 Month	6 Month	1 Year	18 Month	2 Year	
Merit Increase							
Other-Job Transfer/Promotion Increase							

ADDITIONAL COMMENTS
<b>6 unexcused absences</b>

Authorized by: _____ (Department Manager)	Date: _____
Guideline verified: <u>Lori Hausar</u> (Human Resources)	Date: <u>11-1-2021</u>
_____ (GM Authorization)	Date: _____