

# PAYROLL CHANGE REPORT

Today's Date: <u>9/1/2025</u>	Effective Date: <u>10/5/2025</u>
Hire Date: <u>3/31/2025</u>	Hours Worked: <u>6 Month</u>
Employee's Name: <u>Tonya anderson</u>	
Department: <u>QA</u>	

CHANGE (S)		FROM	TO
X	Rate	\$18.75	\$19.25
	Shift Differential	\$0.75	\$0.75
	<b>Total</b>	<b>\$19.50</b>	<b>\$20.00</b>

REASON (S) FOR THE CHANGE (S)							
Seniority Increase (Circle One)	60 Day	<b>6 Month</b>	1 Year	18 Month	2 Year	Annual	
Merit Increase							
Other-Job Transfer/Promotion Increase							

ADDITIONAL COMMENTS

Authorized by: <u><i>Quanda Brown</i></u> (Department Manager)	Date: <u>8/29/25</u>
Guideline verified: <u><i>Javi Haver</i></u> (Human Resources)	Date: <u>8.29.25</u>
<u><i>Quanda Brown</i></u> (Plant Manager)	Date: <u>9.2.25</u>

CMG  
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