

PAYROLL CHANGE REPORT

Today's Date: <u>4/1/2019</u>	Effective Date: <u>4/29/2019</u>
Hire Date: <u>10/24/2017</u>	Hours Worked: <u>18 Months</u>
Employee's Name: <u>Tyree Holmes- 1st Shift</u>	
Department: <u>Patty Machine Operator</u>	

	CHANGE (\$)	FROM	TO
X	Rate	\$13.00	\$13.25
	Shift Differential		
	Total	\$13.00	\$13.25

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	3 Month	6 Month	11.5	18 Month	2 Year	Annual
	Merit Increase						
	Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS
Three Unexcused Absences

Authorized by:	<u><i>Nat B...</i></u> (Department Manager)	Date:	<u>3-28-19</u>
Guideline verified:	<u><i>Nichol Wojcik</i></u> (Human Resources)	Date:	<u>3-26-19</u>
	<u><i>John Brown</i></u> (GM Authorization)	Date:	<u>3/28/19</u>

CME 4-30-19

New
3-28-19



EMPLOYEE PERFORMANCE REVIEW

Name: Tyree Holmes	Hire Date: 10/24/2017
Department: Patties	Evaluation Period: 18 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge		X			Keep learning how to adjust the machine
Productivity		X			Stay busy during downtime
Work Quality		X			Send quality product into the spiral
Work Consistency		X			Try not to run machine out of meat
Cooperation	X				
Attitude	X				
Initiative	X				
Work Relations	X				
Communication Skills	X				
Dependability	X				
Adherence to Policy	X				
Punctuality		X			Need to take timely breaks/lunch
Attendance	X				

Number of Unexcused Absences: 3

Eligible for Pay Raise: <input checked="" type="checkbox"/> YES <input type="checkbox"/> No
Current Rate: \$13.00
New Rate: \$13.25 Effective Pay Period: 4/29/2019

Employee Signature:

Manager Signature:

Date Completed: 6/24/19