

PAYROLL CHANGE REPORT

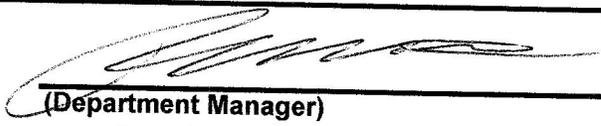
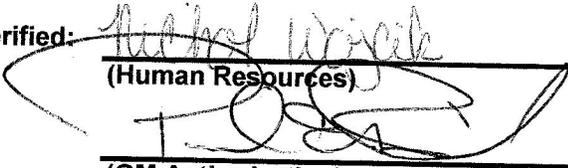
Today's Date: <u>5/16/2017</u>	Effective Date: <u>5/22/2017</u>
Hire Date: <u>3/24/2017</u>	Hours Worked: <u>NA</u>
Employee's Name: <u>Victor Stafford</u>	
Department: <u>Grinder</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.50	12.50
	Shift Differential	0	0
X	Total	\$11.50	12.50

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

ADDITIONAL COMMENTS

3 month raise early for showing he is worth the raise early.

Authorized by: <u></u> (Department Manager)	Date: <u>5/16/17</u>
Guideline verified: <u></u> (Human Resources)	Date: <u>5-16-17</u>
<u></u> (GM Authorization)	Date: <u>5/17/17</u>

*MW
5-17-17*

Job Transfer/Promotion Evaluation

Employee Name Victor Stafford

Department Grinding

Task	Criteria	Needs		Comments
		Acceptable	Improvement	
Communication	Effectively exchanges information, written or verbal, with all types of personnel	X		
	Communicates information accurately, timely and respectfully	X		
Job Skills	Demonstrates technical understanding of the job	X		
	Has the ability to analyze work, set goals, develop plans of action and utilizes time appropriately	X		
Quality	Is aware of, and complies with, product specifications related to their department and/or area.	X		

Items employee needs to work/improve on: VICTOR IS DOING AN OUTSTANDING JOB.
HE IS A QUICK LEARNER. SPEEDS WILL COME WITH MORE EXPERIENCE ALONG
WITH ACCURACY. KEEP UP THE GREAT WORK!

Rate Change? Yes No

If No, why not/when will next review occur? _____

Employee Signature: [Signature] Date: 5/17/17

Supervisor Signature: NICK RAUBCH Date: 5/16/17