

# PAYROLL CHANGE REPORT

Today's Date: <u>6/1/2018</u>	Effective Date: <u>6/25/2018</u>
Hire Date: <u>6/20/2017</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Wayne Hall- 1st Shift</u>	
Department: <u>Grinding</u>	

CHANGE (S)		FROM	TO
X	Rate	\$13.40	\$13.65
	Shift Differential		
	Total	\$13.40	\$13.65

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
<b>Three Unexcused Absences</b>

Authorized by: <u><i>Neil B. ...</i></u> (Department Manager)	Date: <u>6-5-18</u>
Guideline verified: <u><i>Nichol Wajack</i></u> (Human Resources)	Date: <u>6-1-18</u>
<u><i>ROSA</i></u> (GM Authorization)	Date: <u>6/5/18</u>

*CMG*  
*6-26-18*  
  
*NW*  
*6-5-18*



## Hourly Performance Appraisal

<b>Employee Name:</b> Wayne Hall	<b>Hire Date:</b> 6/20/2017
<b>Job Title:</b> Grinder	<b>Evaluation Period:</b> 1 Year
<b>Supervisor:</b> Nick Rausch	<b>Review Due Week of:</b> 6/18/2018 <b>Review Date:</b> 6/23/2018

**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.

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

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

**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-** Wayne completes his paperwork thoroughly and correctly. He follows established processes and work 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-** Wayne is a very productive and reliable employee. He works efficiently and can work with little direction from the lead or 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-** Wayne understands the knowledge required in his area. He follows direction well, and knows the equipment 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-** Wayne is very cooperative, works and communicates well with others. Is polite and friendly towards everyone. He accepts to change in a positive manner and takes on additional duties willingly. He also takes responsibility for his own performance.

**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:**            3

**Specific Examples/Comments-** Wayne has 3 U/O's in a year which is outstanding. He comes to work even if he is not feeling well and works through it. He volunteers to work overtime regularly.

**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-** Wayne shows initiative while he is at work. He always stays busy and finds things to do.

**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- Wayne follows all company policies. He does his head checks regularly and always uses LO/TO. He works safely and keeps his area clean.

**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: Has learned how to set up the new bone eliminator system and has always showed others how to assemble it.

2. Specific areas of needed improvement: None

3. Recommendations for additional training: Learn tower or bringing out combos

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

Discussed/reviewed with employee on: Click here to enter a date. 6/26/18 Follow up requested/desired:  YES or  NO

Manager/Supervisor Signature: Nina Rausch Date: 6/26/18

Employee Signature: Wayne Date: 6/26/18

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

**If Yes: Current Salary: \$ 13.40    Raise To: \$ 13.65**

**Effective Date: 6/24/2018**