

PAYROLL CHANGE REPORT

Today's Date: <u>9/1/2021</u>	Effective Date: <u>9/12/2021</u>
Hire Date: <u>6/9/2021</u>	Hours Worked: <u>3 Months</u>
Employee's Name: <u>William Ballard- 2nd Shift</u>	
Department: <u>QA</u>	

CHANGE (S)		FROM	TO
X	Rate	\$16.50	\$17.00
	Shift Differential	\$0.75	\$0.75
	Total	\$17.25	\$17.75

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
Two Unexcused Absences

Authorized by: <u>Rhonda Brewer</u> (Department Manager)	Date: <u>8/30/21</u>
Guideline verified: <u>Lauri Lawson</u> (Human Resources)	Date: <u>9-1-2021</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>9-1-2021</u>