

PAYROLL CHANGE REPORT

Today's Date: <u>10/1/2019</u>	Effective Date: <u>10/28/2019</u>
Hire Date: <u>4/23/2018</u>	Hours Worked: <u>18 Months</u>
Employee's Name: <u>Willie Harris- 1st Shift</u>	
Department: <u>Dimension</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.50	\$11.75
	Shift Differential		
	Total	\$11.50	\$11.75

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						

ADDITIONAL COMMENTS
One Unexcused Absence

Authorized by: <u>Neil B. Necker</u> (Department Manager)	Date: <u>9-30-19</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>9-30-19</u>
<u>DOE Brant</u> (GM Authorization)	Date: <u>9/30/19</u>

CMG
11-1-19

NW
0719



EMPLOYEE PERFORMANCE REVIEW

Name:	Willie Harris	Hire Date:	04/23/18
Department:	Dimension	Evaluation Period:	18 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge		X			
Productivity		X			
Work Quality	X				
Work Consistency	X				
Cooperation	X				
Attitude	X				
Initiative	X				
Work Relations	X				
Communication Skills	X				
Dependability	X				
Adherence to Policy	X				
Punctuality	X				
Attendance	X				

Number of Unexcused Absences: 1

Eligible for Pay Raise: Yes No

Current Rate: \$11.50

New Rate: \$11.75 Effective Pay Period: 10/28/2019

Employee Signature: *Willie Harris*

Manager Signature: *Nim...*

Date Completed: _____