

# PAYROLL CHANGE REPORT

Today's Date: <u>1/1/2018</u>	Effective Date: <u>1/8/2018</u>
Hire Date: <u>7/3/2017</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Wyatt Vaughn</u>	
Department: <u>Dimension (Operator)</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.40	—
	Shift Differential		—
	Total	\$10.40	\$10.40

REASON (S) FOR THE CHANGE (S)						
Seniority Increase (Circle One)	3 Month	6 Month	1 Year	18 Month	2 Year	Annual
Merit Increase (level 2)						
Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS
<p><i>no raise due to attendance</i></p>

Authorized by: <u><i>Med A B...</i></u> (Department Manager)	Date: <u>1-8-18</u>
Guideline verified: <u><i>Nickol...</i></u> (Human Resources)	Date: <u>1-4-18</u>
<u><i>ROE...</i></u> (GM Authorization)	Date: <u>1/9/18</u>

*1-9-18  
New*



## Hourly Performance Appraisal

<b>Employee Name:</b> Wyatt Vaughn	<b>Hire Date</b> 7/3/2017
<b>Job Title:</b> Dimension (Operator)	<b>Evaluation Period:</b> 6 Months
<b>Supervisor:</b> Nick Rausch	<b>Review Due Week of:</b> 1/1/2018 <b>Review Date:</b> 1/12/2018

**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-** Wyatt completes his work thoroughly and correctly. He does a good job making sure we produce quality cartons for our customers.

**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-** Wyatt works efficiently while on the floor. He has the ability to work independently with little direction from the lead.

**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-** Wyatt demonstrates and understanding of our process on the floor. He possesses the practical and technical knowledge required of the job. He is in the process of learning the carton machines.

**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-** Wyatt gets along with everyone on the floor. He is polite and respectful. He accepts and responds to change in a positive manner.

**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:**    7

**Specific Examples/Comments-** Wyatt has missed 7 days in six months. He was given 2 written warnings about his attendance. One on July 28<sup>th</sup> and one on August 29<sup>th</sup>. He has not missed a day since the last warning on August 29<sup>th</sup> so it has improved greatly.

**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-** Wyatt expressed interest in being an operator on the dimension line. In his short time doing so, he has caught on very quickly and the lead has said to me that he is doing a great job so far.

**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-** Wyatt follows company policies and work conduct rules. He follows safety rules and wears his PPE.

**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: Wyatt is learning how to set up and operate the dimension cartoner.

2. Specific areas of needed improvement: Attendance

3. Recommendations for additional training: Keep working with Tammy and learning as much as you can about the carton machines.

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

Discussed/reviewed with employee on: 1/12/2018 Follow up requested/desired:  YES  
or  NO

Manager/Supervisor Signature: Nim Parsaei Date: 1/19/18

Employee Signature: Wyatt Vaughn Date: 1/19/18

Would this employee be eligible for a wage increase?  Yes:  No: **Due to Attendance**

**If Yes: Current Salary \$ 10.40 Raise To: \$ [Click here to enter text.](#)**

**Effective Date: [Click here to enter a date.](#)**