

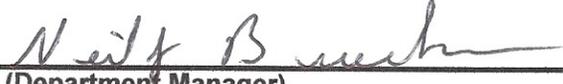
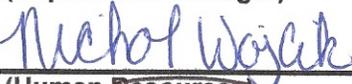
# PAYROLL CHANGE REPORT

Today's Date: <u>7/1/2018</u>	Effective Date: <u>N/A</u>
Hire Date: <u>7/2/2017</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Wyatt Vaughn- 1st Shift</u>	
Department: <u>Dimension</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.90	11.90
	Shift Differential		—
	Total	\$11.90	11.90

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
<p style="color: red; margin: 0;"><b>Fourteen Unexcused Absences</b></p> <p style="font-size: 1.2em; margin: 10px 0 0 40px;">no raise due to attendance</p>

Authorized by: <u></u>	Date: <u>7-9-18</u>
Guideline verified: <u></u>	Date: <u>6-29-18</u>
<u></u>	Date: <u>7/9/18</u>
(Department Manager) (Human Resources) (GM Authorization)	

New  
7-9-18



## Hourly Performance Appraisal

Employee Name: Wyatt Vaughn	Hire Date: 7/2/2017
Department: Dimension Operator	Evaluation Period: 1 Year
Supervisor: Nick Rausch	Review Due Week of: 7/2/2018 Review Date: 8/6/2018

**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.

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

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

**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 and follows processes and 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-** Wyatt works efficiently in an 8 hour period. He is able to work independently 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-** Wyatt is knowledgeable about the equipment he works with. He demonstrates an understanding of work instructions, processes, and materials 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-** Wyatt is willing and cooperative. He works and communicates well with others. He accepts and responds to change in a positive manner. He takes responsibility for his own performance and job assignments.

**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:**            14

**Specific Examples/Comments-** Wyatt's attendance needs to be improved greatly to receive raises and bonus incentives in the future.

**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 shows initiative on the floor and stays busy and helps other coworkers when he can.

**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 rules. He follows safety rules and wears required 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 has the ability to set up and run the machines and perform changeovers. He has become very knowledgeable about the machine.
2. Specific areas of needed improvement: Wyatt needs to improve his attendance as he has an important position on the floor and also to receive raises in the future.
3. Recommendations for additional training: Click here to enter text.

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

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

Manager/Supervisor Signature: Nick Pansoh Date: 8/7/18

Employee Signature: X Wyatt Vaughn Date: 8/7/18

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

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

Effective Date