

To CLAUDE

URGENT

Date 4/14/92 Time 950 A.M.  
P.M.

## WHILE YOU WERE OUT

From WEI

of \_\_\_\_\_

Phone \_\_\_\_\_

Area Code

Number

Ext.

Fax \_\_\_\_\_

Area Code

Number

Telephoned

Please call

Came to see you

Wants to see you

Returned your call

Will call again

Message \_\_\_\_\_

SHE IS NOT COMING IN  
TODAY, SHE IS SICK

Signed \_\_\_\_\_

# TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

EFFECT 12/17/91  
(DATE & TIME)

EMPLOYEE wei chen

SOCIAL SECURITY NO. \_\_\_\_\_ CLOCK NO. \_\_\_\_\_

## THE CHANGE(S)

| <input checked="" type="checkbox"/> CHECK ALL APPLICABLE BOXES | FROM        | TO           |
|--|-------------|--------------|
| <input type="checkbox"/> DEPARTMENT                            |             |              |
| <input type="checkbox"/> JOB                                   |             |              |
| <input type="checkbox"/> SHIFT                                 |             |              |
| <input checked="" type="checkbox"/> RATE                       | <u>9.50</u> | <u>10.00</u> |
| <input type="checkbox"/>                                       |             |              |

## REASON FOR THE CHANGE(S)

|  |  |
|--|--|
| <input type="checkbox"/> HIRED                     | <input type="checkbox"/> PROBATIONARY PERIOD COMPLETED |
| <input type="checkbox"/> RE-HIRED                  | <input type="checkbox"/> LENGTH OF SERVICE INCREASE    |
| <input type="checkbox"/> PROMOTION                 | <input type="checkbox"/> RE-EVALUATION OF EXISTING JOB |
| <input type="checkbox"/> DEMOTION                  | <input type="checkbox"/> RESIGNATION                   |
| <input type="checkbox"/> TRANSFER                  | <input type="checkbox"/> RETIREMENT                    |
| <input checked="" type="checkbox"/> MERIT INCREASE | <input type="checkbox"/> LAYOFF                        |
| <input type="checkbox"/> UNION SCALE               | <input type="checkbox"/> DISCHARGE                     |

LEAVE OF ABSENCE FROM \_\_\_\_\_ UNTIL \_\_\_\_\_  
(DATE) (DATE)

OTHER (EXPLAIN) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHANGE AUTHORIZED BY \_\_\_\_\_ DATE 12/17/91

CHANGE APPROVED BY \_\_\_\_\_ DATE W.C.

# TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

EFFECT 5/26/92  
(DATE & TIME)

EMPLOYEE wei ching

SOCIAL SECURITY NO. \_\_\_\_\_ CLOCK NO. \_\_\_\_\_

## THE CHANGE(S)

| <input checked="" type="checkbox"/> CHECK ALL APPLICABLE BOXES | FROM | TO             |
|--|------|----------------|
| <input type="checkbox"/> DEPARTMENT                            |      |                |
| <input type="checkbox"/> JOB                                   |      |                |
| <input type="checkbox"/> SHIFT                                 |      |                |
| <input checked="" type="checkbox"/> RATE                       |      | <u>\$13/hr</u> |
| <input type="checkbox"/>                                       |      |                |

## REASON FOR THE CHANGE(S)

- HIRED
- PROBATIONARY PERIOD COMPLETED
- RE-HIRED
- LENGTH OF SERVICE INCREASE
- PROMOTION
- RE-EVALUATION OF EXISTING JOB
- DEMOTION
- RESIGNATION
- TRANSFER
- RETIREMENT
- MERIT INCREASE
- LAYOFF
- UNION SCALE
- DISCHARGE

LEAVE OF ABSENCE FROM \_\_\_\_\_ UNTIL \_\_\_\_\_  
(DATE) (DATE)

OTHER (EXPLAIN) \_\_\_\_\_

This is a regular raise - not just summer.

CHANGE AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

CHANGE APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

# TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

EFFECT 1/1/95

(DATE & TIME)

EMPLOYEE Wei Chang

SOCIAL SECURITY NO. \_\_\_\_\_ CLOCK NO. \_\_\_\_\_

## THE CHANGE(S)

| <input checked="" type="checkbox"/> CHECK ALL APPLICABLE BOXES | FROM          | TO            |
|--|---------------|---------------|
| <input type="checkbox"/> DEPARTMENT                            |               |               |
| <input type="checkbox"/> JOB                                   |               |               |
| <input type="checkbox"/> SHIFT                                 |               |               |
| <input checked="" type="checkbox"/> RATE                       | <u>778.85</u> | <u>865.38</u> |
| <input type="checkbox"/>                                       | <u>40,500</u> | <u>45,000</u> |

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- DISCHARGE

LEAVE OF ABSENCE FROM \_\_\_\_\_ UNTIL \_\_\_\_\_  
(DATE) (DATE)

OTHER (EXPLAIN) \_\_\_\_\_

CHANGE AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

CHANGE APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_