

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 | <input type="checkbox"/> |
| Came to see you | <input type="checkbox"/> |
| Returned your call | <input type="checkbox"/> |

| | |
|------------------|--------------------------|
| Please call | <input type="checkbox"/> |
| Wants to see you | <input type="checkbox"/> |
| Will call again | <input type="checkbox"/> |

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 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 | 9.50 | 10.00 |
| <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 _____ (DATE) UNTIL _____ (DATE)

☐ OTHER (EXPLAIN) _____

CHANGE AUTHORIZED BY WLC DATE 12/17/91

CHANGE APPROVED BY [Signature] DATE _____

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 | | \$13/hr |
| <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 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) _____

this is a regular raise - not
just summer.

CHANGE AUTHORIZED BY _____ DATE _____

CHANGE APPROVED BY GP 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 | 778.85 | 865.38 |
| <input type="checkbox"/> | 40,500 | 45,000 |

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 _____ (DATE) UNTIL _____ (DATE)

☐ OTHER (EXPLAIN) _____

CHANGE AUTHORIZED BY _____ DATE _____

CHANGE APPROVED BY _____ DATE _____