

## 04 – Salary Personnel

Provides a means for:

- Maintaining a record of individual salary profiles
- Identifying department rosters
- Maintaining a history of salary changes
- Maintaining a history of changes in employment status



Rich text toolbar with icons for Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, Background Color, Font Size, Font Face, and Paragraph styles.

## 02 - Reasons for Salary Adjustments

1	New Hire Rate
2	Favorable Performance Review
3	Unfavorable Performance Review
4	Promotion
5	Demotion
6	Transfer
7	Transfer or Reassignment
8	Performance Bonus
▶	

Font: Tahoma, Size: 8, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Paragraph, Text Color, Fill Color, Background Color, Border Color

### 03 - Employment Status

▶	1	Military Leave - Start
	2	Military Leave - Return
	3	Leave of Absence - Start
	4	Leave of Absence - Return
	5	Laid-off - Start
	6	Recalled - Return
	7	Disciplinary Suspension - Start
	8	Disciplinary Suspension - Return
	9	Termination
*	0	

File Edit View Insert Format Records Tools Window Help

**B** *I* U

### 04 - Salary Employee Profile

Prefix:	<input type="text" value="Mr."/>	Date of Birth:	<input type="text" value="06-19-72"/>
First Name:	<input type="text" value="John"/>	SS No:	<input type="text" value="222-020-2314"/>
Middle Initial:	<input type="text" value="L"/>	Home Phone:	<input type="text" value="910-369-5623"/>
Last Name:	<input type="text" value="Michaels"/>	Cell Phone:	<input type="text" value="741-659-4585"/>
Address:	<input type="text" value="92 Dexter"/>	NOK Name:	<input type="text" value="Rachael Michaels"/>
City:	<input type="text" value="Wilmington"/>	NOK Phone:	<input type="text" value="910-654-9909"/>
State:	<input type="text" value="NC"/>	Bank:	<input type="text" value="Farmers National"/>
Zip:	<input type="text" value="25116"/>	Bank Account:	<input type="text" value="123 15466 1125"/>
		Bank Phone:	<input type="text" value="741-659-1562"/>
Senority Date:	<input type="text" value="6/6/1996"/>		
Clock No:	<input type="text" value="598"/>		
Status:	<input type="text" value="a"/>		
Job Title:	<input type="text" value="ISO Represaeutive"/>		
Department:	<input type="text" value="Administration"/>		
Department No:	<input type="text" value="0010"/>		

Tahoma 8 B I U [Text Alignment Icons] [Color Icons]

### 05 - History of Earnings

Seniority Clock No. Dept No.

6/6/1996 598 0010 John L Michaels ISO Representative

	Approved by	Date	Annual Earnings		% Change	Bonus	Comments
			From	To			
New Hire Rate	MRO	6/6/1996		\$38,000.00			Starting Position - Project Engineer
Performance Bonus	MRO	12/12/1996				\$500.00	
Favorable Performance Review	MRO	6/8/1997	\$38,000.00	\$39,200.00	3.16		
Performance Bonus	MRO	12/16/1997				\$500.00	
Favorable Performance Review	MRO	6/18/1998	\$39,200.00	\$40,500.00	3.32		
Favorable Performance Review	MRO	6/5/1999	\$40,500.00	\$41,700.00	2.96		
Performance Bonus	MRO	12/14/1999				\$550.00	
Favorable Performance Review	MRO	6/20/2000	\$41,700.00	\$42,900.00	2.88		
Promoti Performance	MRO		0	\$48,000.00	11.89		Promoted to Strategic Planner/ISO Representat
Favorable Performance Review	MRO	8/10/2001	\$48,000.00	\$49,400.00	2.92		
Favorable Performance Review	MRO	8/12/2001	\$49,400.00	\$51,000.00	3.24		Instrumental in the successful implementation o
Performance Bonus	MRO	12/12/2001				\$700.00	
Performance Bonus	MRO	12/17/2001				\$600.00	
Favorable Performance Review	MRO	8/21/2003	\$51,000.00	\$52,500.00	2.94		
Performance Bonus	MRO	12/19/2003				\$700.00	
Favorable Performance Review	MRO	9/5/2004	\$52,500.00	\$54,500.00	3.81		

The search and combo box features make it easy to maintaining salary histories.

Record: 1 of 20

Record: 1 of 22

File Edit View Insert Format Records Tools Window Help

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### 06 - Employment Status - Salary Employees

Clock No.	First Name	Initial	Last Name	Job Title
691	Gerry	K	Smetting	VP Production

Seniority Date: 10/12/2001

	Date
Military Leave - Return	26-Apr-06
Military Leave - Start	16-Nov-03
<ul style="list-style-type: none"> <li>Military Leave - Start</li> <li>Military Leave - Return</li> <li>Leave of Absence - Start</li> <li>Leave of Absence - Return</li> <li>Laid-off - Start</li> <li>Recalled - Return</li> <li>Disciplinary Suspension - Start</li> <li>Disciplinary Suspension - Return</li> </ul>	

The search and combo box features also make it easy to maintain a record of the status changes of salary employees.

Record: 3 of 3

Record: 19 of 22

### 01 - Administrative Departments

Thursday, October 05, 2006

Dept. No.	
0010	Administration
0020	Human Resources
0030	Information Technology
0040	Sales and Marketing
0050	Engineering
0060	Purchasing
0070	Finance
0080	Production

**02 - Seniority Dates - Salary Employees**

Sunday, October 15, 2006

**0010 Administration**

7/15/1994 Mr. Andria P Victoria, Executive Secretary  
6/6/1996 Mr. John L Michaels, ISO Representative  
10/5/2005 Mr. Arnold P Simplex, President

**0020 Human Resources**

5/5/2002 Mr. Betty F Bengal, Human Resource Manager

**0030 Information Technology**

7/15/1978 Mrs. Clark G Cooper, IT Manager

**0040 Sales and Marketing**

9/21/1996 Mr. Terry D Haggarty, VP Sales and Marketing  
11/16/2002 Mr. Alice P Noffzinger, Customer Service  
12/12/2003 Mr. Gerry V Ostrowski, Technical Sales  
12/17/2005 Mr. Mark L Longworthy, Customer Service Manager  
5/15/2006 Mr. Fredial Douglas, Technical Sales

**0050 Engineering**

11/16/1969 Mrs. Michael H Malone, VP Engineering  
3/28/1987 Mr. Lawrence L Campbell, Engineer  
6/16/1999 Mr. Bernard D Rolfing, Designer  
3/23/2006 Mr. Gerddine S Staple, Engineer

**0060 Purchasing**

6/19/1993 Mr. Gary L Bryant, Purchasing Manager  
8/26/1997 Mr. Denise P VanDerworp, MRO Buyer

**0070 Finance**

10/10/1986 Mr. Michael L Cleives, Controller  
5/30/1989 Mr. Patricia L Dockington, Accounts Payable  
4/26/1998 Mr. Allen O Ocampo, VP Finance  
10/18/2005 Mr. Georgia N Commons, Accounts Receivable

## 03 - Salary History

Thursday, October 05, 2006

598 John L Michaels - ISO Represaeptive

	Date	Approved by	Current Salary	Revised Salary	Percent	Bonus
Performance Bonus	12/16/2005	APS				\$800.00
Favorable Performance Review	9/15/2005	MRO	\$54,500.00	\$56,200.00	3.12%	
Performance Bonus	12/18/2004	MRO				\$750.00
Favorable Performance Review	9/5/2004	MRO	\$52,500.00	\$54,500.00	3.81%	
Performance Bonus	12/19/2003	MRO				\$700.00
Favorable Performance Review	8/21/2003	MRO	\$51,000.00	\$52,500.00	2.94%	
Performance Bonus	12/17/2001	MRO				\$600.00
Performance Bonus	12/12/2001	MRO				\$700.00
Favorable Performance Review	8/12/2001	MRO	\$49,400.00	\$51,000.00	3.24%	
Favorable Performance Review	8/10/2001	MRO	\$48,000.00	\$49,400.00	2.92%	
Performance Bonus	12/21/2000	MRO				\$750.00
Promotion	8/15/2000	MRO	\$42,900.00	\$48,000.00	11.89%	
Favorable Performance Review	6/20/2000	MRO	\$41,700.00	\$42,900.00	2.88%	
Performance Bonus	12/14/1999	MRO				\$550.00
Favorable Performance Review	6/5/1999	MRO	\$40,500.00	\$41,700.00	2.96%	
Favorable Performance Review	6/18/1998	MRO	\$39,200.00	\$40,500.00	3.32%	
Performance Bonus	12/16/1997	MRO				\$500.00
Favorable Performance Review	6/8/1997	MRO	\$38,000.00	\$39,200.00	3.16%	
Performance Bonus	12/12/1996	MRO				\$500.00
NewHire Rate	6/6/1996	MRO		\$38,000.00		



Navigation icons: Print, Find, Print Preview, Close, Print, Print Preview, Help.

**04 - Employee Status**

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365 - Lawerance L Campbell - Engineer

12-Apr-91 Recalled - Return

01-Dec-90 Laid-off - Start