



Transfer Request

Employee Name: Davin Sam
Date: 01/23/15
Current Shift/Dept.: 1st shift, MV1
Shift Requesting: 3rd shift
Reason: School
Date of Requested Transfer: 3/01/15

Office Use Only

Attendance: Great
Work Performance: PR on 7/9/14 score 5.0
Available Opening: _____
CMG Approval: Kelsey Adhill
Operations Manager Approval: _____
Work Restrictions: N/A
Current Wage: 17.36 New Wage: _____
Hire Date: 6/20/13

Payroll/Status Employment Agency Change Notice

Effective Date _____ / _____ / _____

Employee _____
Last First Middle

Department _____

Change(s)	From	To (or New Hire)
Salary/ Wage	\$ _____ Per _____	\$ _____ Per _____
Other	\$ _____ Per _____	\$ _____ Per _____

Reason For Change(s)

- | | |
|--|---|
| <input type="checkbox"/> Demotion
<input type="checkbox"/> Dept. Transfer
<input type="checkbox"/> New Hire
<input type="checkbox"/> Layoff
<input type="checkbox"/> Other | <input type="checkbox"/> Merit Increase
<input type="checkbox"/> Probation Complete
<input type="checkbox"/> Promotion
<input type="checkbox"/> Reevaluation
<input type="checkbox"/> Rehired
<input type="checkbox"/> Resignation
<input type="checkbox"/> Retirement
<input type="checkbox"/> Transfer |
|--|---|

Leave of Absence

- | | |
|---|--|
| <input type="checkbox"/> Educational
<input type="checkbox"/> Military
<input type="checkbox"/> Other | <input type="checkbox"/> Medical
<input type="checkbox"/> Family Leave
<input type="checkbox"/> Personal |
|---|--|

Comments: _____

Office Use Only:

Last 3 Pay Increase (Date, From/To Amount, & Reason):

Date: _____	From: \$ _____	To: \$ _____	Reason: _____
Date: _____	From: \$ _____	To: \$ _____	Reason: _____
Date: _____	From: \$ _____	To: \$ _____	Reason: _____

Change Authorized By: _____ Date: _____ / _____ / _____

Change Approved By RFI: _____ Date: _____ / _____ / _____

Change Approved By Agency: _____ Date: _____ / _____ / _____