



## Transfer Request

Employee Name: Gadike muleta

Date: 5/13/15

Current Shift/Dept.: 1<sup>st</sup> / Hormel

Shift Requesting: 1<sup>st</sup> South

Reason: distance

Date of Requested Transfer: ASAP

### Office Use Only

Attendance: Was on a final on 3/2 due to the distance from her home to North plant.

Work Performance: PR on 5/5/15 score 4.57

Available Opening: yes

CMG Approval: Kelsey Adill

Operations Manager Approval: \_\_\_\_\_

Work Restrictions: NA

Current Wage: 10.13 New Wage: \_\_\_\_\_

Hire Date: 4/28/14

# 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)

- Demotion
- Dept. Transfer
- New Hire
- Layoff
- Other
- Merit Increase
- Probation Complete
- Promotion
- Reevaluation
- Rehired
- Resignation
- Retirement
- Transfer

## Leave of Absence

- Educational
- Military
- Other
- Medical
- Family Leave
- 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 RF: \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Change Approved By Agency: \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Last 3 Pay Increase (Date and From/To Amount):

Date: \_\_\_\_ From: \$ \_\_\_\_ To: \$ \_\_\_\_ Reason: \_\_\_\_  
 Date: \_\_\_\_ From: \$ \_\_\_\_ To: \$ \_\_\_\_ Reason: \_\_\_\_  
 Date: \_\_\_\_ From: \$ \_\_\_\_ To: \$ \_\_\_\_ Reason: \_\_\_\_

Change Authorized By: \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Change Approved By RF: \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Change Approved By Agency: \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_