



Transfer Request

Employee Name: Mustaf Shoble

Date: 7/13/2015

Current Shift/Dept.: 2nd Shift / warehouse sanitation

Shift Requesting: 1st Shift

Reason: we have day care issues and the school is close.

Date of Requested Transfer: next week / by 7/20

Office Use Only

Attendance: Great

Work Performance: PR on 10/11/14 score 50

Available Opening: _____

CMG Approval: Kelsey Ashby

Operations Manager Approval: _____

Work Restrictions: N/A

Current Wage: 11.67 New Wage: _____

Hire Date: 9/17/12

Payroll/Status Change Notice

Employment Agency

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
- Retired
- 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: _____ / _____ / _____

Payroll/Status Change Notice

Employment Agency

Effective Date _____ / _____ / _____

Employee _____
 Last _____ First _____ Middle _____

Department _____

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Office Use Only:

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

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