



Transfer Request

Employee Name: HIEP DAO

Date: 7/14-15

Current Shift/Dept.: MV2 (1ST)

Shift Requesting: HOMEL 2

Reason: logistics, take same ride

Date of Requested Transfer: 7/14/15

Office Use Only

Attendance: Great

Work Performance: PR on 5/12/15 score 4.85

Available Opening: _____

CMG Approval: [Signature]

Operations Manager Approval: _____

Work Restrictions: n/a

Current Wage: 10.00 New Wage: _____

Hire Date: 2/9/15

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
- 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: ____/____/____

Payroll/Status Change Notice

Employment Agency

Effective Date ____/____/____

Employee Last _____ First _____ Middle _____

Department _____

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Leave of Absence

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- Other
- Medical
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Comments: _____

Office Use Only:

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: ____/____/____