



Transfer Request

Employee Name: Joy Peterson

Date: 7/21/15

Current Shift/Dept.: 2 DC

Shift Requesting: 2 Production South

Reason: \_\_\_\_\_

Date of Requested Transfer: 7/27/15

Office Use Only

Attendance: Currently at a Winter

Work Performance: PR not done yet

Available Opening: yes

CMG Approval: Kelsey A. Hill

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

Work Restrictions: N/A

Current Wage: 12.00 New Wage: \_\_\_\_\_

Hire Date: 5/1/15

# 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

**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: \_\_\_\_\_  
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