



Transfer Request

School starts Next Monday
8-10-15

Employee Name: Nita Chhoeurn

Date: 08.05.15

Current Shift/Dept.: 2 shift

Shift Requesting: 1 shift

Reason: I want to go to school at evening and move place

Date of Requested Transfer: 08⁵ 15

Office Use Only

Attendance: great

Work Performance: PR on 2/10/15 score 4.71

Available Opening: yes

CMG Approval: Kelsey Ashby

Operations Manager Approval: _____

Work Restrictions: n/a

Current Wage: 9.83 New Wage: _____

Hire Date: 11/5/14

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: _____

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 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: _____/_____/_____