



## Transfer Request

Employee Name: Habtamu Ewureta

Date: 8/20/15

Current Shift/Dept.: 2<sup>nd</sup> N

Shift Requesting: 2<sup>nd</sup> GMP

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

Date of Requested Transfer: \_\_\_\_\_

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Office Use Only

Attendance: Great

Work Performance: PR not done yet

Available Opening: yes

CMG Approval: Kelsey Adittit

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

Work Restrictions: n/a

Current Wage: 9.50 New Wage: \_\_\_\_\_

Hire Date: 6/29/15

# Payroll/Status Change Notice

## Employment Agency

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Department: \_\_\_\_\_

| Change(s) | From         |     | To (or New Hire) |     |
|-----------|--------------|-----|------------------|-----|
|           | Salary/ Wage | Per | Salary/ Wage     | 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: \_\_\_\_\_

| Change(s) | From         |     | To (or New Hire) |     |
|-----------|--------------|-----|------------------|-----|
|           | Salary/ Wage | Per | Salary/ Wage     | Per |
| Other     | \$           | Per | \$               | Per |

### Reason For Change(s)

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- Other
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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: \_\_\_\_/\_\_\_\_/\_\_\_\_