



Transfer Request

Employee Name: Evelyn G. Bordoe

Date: 12/10/15

Current Shift/Dept.: 2AS

Shift Requesting: 1S

Reason: daycare

Date of Requested Transfer: Next Week once she has everything in place to start and stay working consistently

Office Use Only

Attendance: Called in once

Work Performance: PR not done yet

Available Opening: yes

CMG Approval: Kelsey Adell

Operations Manager Approval: [Signature]

Work Restrictions: NA

Current Wage: 10.00 New Wage: _____

Hire Date: 11/9/15

Payroll/Status Employment Agency Change Notice

Effective Date: ____/____/____

Employee: Last _____ First _____ Middle _____

Department: _____

Changes(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 Employment Agency Change Notice

Effective Date: ____/____/____

Employee: Last _____ First _____ Middle _____

Department: _____

Changes(s)	From	To (or New Hire)
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Leave of Absence

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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: ____/____/____