



Transfer Request

Employee Name: Debra Adebayo

Date: 12-17-15

Current Shift/Dept.: 1st

Shift Requesting: 1st

Reason: closer to home

Date of Requested Transfer: soon as possible

Office Use Only

Attendance: Guat

Work Performance: PR on 11/3/15 score 4.71

Available Opening: \_\_\_\_\_

CMG Approval: Kelsey Adell

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

Work Restrictions: NA

Current Wage: 16.74 New Wage: \_\_\_\_\_

Hire Date: 10/30/00

# Payroll/Status Change Notice Employment Agency

Effective Date 12, 18, 15

Employee Last Adebayo First Debra Middle Tean

Department \_\_\_\_\_

Change(s)	From		To (or New Hire)	
	Salary/Wage	Per	Salary/Wage	Per
	\$ <u>16.74</u>	Per <u>hr.</u>	\$ <u>16.74</u>	Per <u>hr.</u>
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	Salary/Wage	Per
	\$ _____	Per _____	\$ _____	Per _____
Other	\$ _____	Per _____	\$ _____	Per _____

### Reason For Change(s)

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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: \_\_\_\_\_