



Transfer Request

Employee Name: Fayaz Ali

Date: 01/04/16

Current Shift/Dept.: 1st Shift / DRICSG

Shift Requesting: 2nd Shift

Reason: I want finish some classes

Date of Requested Transfer: 1-18-16

Office Use Only

Attendance: Great

Work Performance: PR on 12/9/15 score 4.85

Available Opening: yes

CMG Approval: Kelsy Adalik

Operations Manager Approval: Melbacher

Work Restrictions: N/A

Current Wage: 12.42 New Wage: N/A

Hire Date: 12/2/13

LC

Payroll/Status Change Notice

Employment Agency

Effective Date: ____/____/____

Employee: Last _____ First _____ Middle _____

Department: _____

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

Reason For Change(s)

- Demotion
- Merit Increase
- Rehire
- Dept. Transfer
- Probation Complete
- Resignation
- New Hire
- Promotion
- Layoff
- Reevaluation
- Retirement
- Other
- Transfer

Leave of Absence

- Educational
- Medical
- Personal
- Military
- Family Leave
- Other

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)	
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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: ____/____/____