



Transfer Request

Employee Name: Ricardo Figueroa

Date: 1/12/16

Current Shift/Dept.: 1st North

Shift Requesting: 3rd Sanitation

Reason: accepted offer

Date of Requested Transfer: 1/18/16

Office Use Only

Attendance: Great

Work Performance: Have not received PR yet

Available Opening: Yes

CMG Approval: Kelsey A Sikkink

QA Manager/Operations Manager Approval: _____

Work Restrictions: None

Current Wage: \$10.00 New Wage: 13.00 + 2.00 Shift Adj. 15.00

Hire Date: 12/28/15

Payroll/Status Employment Agency Change Notice

Effective Date 1/16/16
 Employee Riquena Ricardo LAST FIRST
 Department Sanitation AGENCY

Change(s)

	From	To (or New Hire)
Salary/Wage	\$ <u>13</u> Per	\$ <u>13</u> Per
Other	\$ Per	\$ Per

- Reason For Change(s)**
- Demotion
 - Merit Increase
 - Retired
 - Dept. Transfer
 - Probation Complete
 - Resignation
 - New Hire
 - Promotion
 - Retirement
 - Layoff
 - Reevaluation
 - Transfer
 - Other 72.00 Shift Pay

- Leave of Absence**
- Educational
 - Medical
 - Military
 - Family Leave
 - Other
 - 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: M. Belmont Date: 1/13/16
 Change Approved By RF: _____ Date: _____
 Change Approved By Agency: _____ Date: _____