



Transfer Request

Employee Name: DUNG TRIEU

Date: 01/20/16

Current Shift/Dept.: 2nd Shift

Shift Requesting: 1st Shift

Reason: School

Date of Requested Transfer: 2/08/16

Office Use Only

Attendance: Great

Work Performance: PR score 10/27/15 5.0

Available Opening: _____

CMG Approval: Kelsey Adkins

Operations Manager Approval: M. Schmitt

Work Restrictions: N/A

Current Wage: 12.42 New Wage: N/A

Hire Date: 10/19/10

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Payroll/Status Change Notice

Employment Agency

Effective Date: ____/____/____

Employee: Last _____ First _____ Middle _____

Department: _____

Change(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 Change Notice

Employment Agency

Effective Date: ____/____/____

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Department: _____

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Last 3 Pay Increase (Date and From/To Amount):

Date: _____ From: \$ _____ To: \$ _____ Reason: _____
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____
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