



Transfer Request

Employee Name: Javier Dominguez

Date: 1/28/16

Current Shift/Dept.: 18^h T

Shift Requesting: 18^h DC

Reason: _____

Date of Requested Transfer: _____

Office Use Only

Attendance: Was on a final on 1/18/16.

Work Performance: PR on 1/4/16 score 4.57

Available Opening: yes

CMG Approval: Kelsey Adill

Operations Manager Approval: _____

Work Restrictions: NA

Current Wage: 11.39 New Wage: _____

Hire Date: 9/28/15

Payroll/Status Employment Agency Change Notice

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
- 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 Employment Agency Change Notice

Effective Date ____/____/____

Employee Last _____ First _____ Middle _____

Department _____

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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: _____

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

Change Authorized By: _____ Date: ____/____/____

Change Approved By RF: _____ Date: ____/____/____

Change Approved By Agency: _____ Date: ____/____/____