



Transfer Request

Employee Name: Fredy Mejia

Date: 2/25/16

Current Shift/Dept.: 2nd MW

Shift Requesting: 2nd DC

Reason: —

Date of Requested Transfer: ~~2-22-16~~ 2-29-16

Office Use Only

Attendance: Perfect

Work Performance: PR on 12/29/15 score 4.85

Available Opening: yes

CMG Approval: Kelby Aditi

Operations Manager Approval: M. Schmaecher

Work Restrictions: N/A

Current Wage: 11.00 New Wage: \$12.00

DC

Hire Date: 9/21/15

**Payroll/Status**      **Employment Agency**  
**Change Notice**      CMG

Effective Date 2, 28, 15

Employee Melja Fredly  
Last First Middle

Department Production to WHSE

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/Wage	\$ <u>11.00</u> Per <u>hr</u>	\$ <u>12.00</u> Per <u>hr</u>
<input type="checkbox"/> Other	\$ _____ Per _____	\$ _____ Per _____

**Changes(s)**

**Reason For Change(s)**

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

Moving from prod. to WHSE

**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: MSB Date: 2/25/16  
 Change Approved By RF: \_\_\_\_\_ Date: \_\_\_\_\_  
 Change Approved By Agency: \_\_\_\_\_ Date: \_\_\_\_\_

**Payroll/Status**      **Employment Agency**  
**Change Notice**

Effective Date \_\_\_\_\_

Employee \_\_\_\_\_  
Last First Middle

Department \_\_\_\_\_

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

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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: \_\_\_\_\_