CMG

Transfer Request

Employee Name: _Kaneka Srosh_

Date: _3/9/16_

Current Shift/Dept.: _3rd_

Shift Requesting: _1st T_

Reason: _____

Date of Requested Transfer: _____

Attendance: _improving_

Work Performance: _5/27/15 score 4.5_

Available Opening: _yes_

CMG Approval: _Kelsy A Sill_

Operations Manager Approval: _____

Work Restrictions: _N/A_

Current Wage: _14.95 + 2.00 / 16.95_ New Wage: _____

Hire Date: _5/26/10_

09/2011

Payroll/Status Change Notice

Employment Agency

Effective Date ___ / ___ / ___

Employee _____
    Last   First   Middle

Department _____

Change(s)

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

Reason For Change(s)

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

Comments: _____

Leave of Absence

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

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: ___ / ___ / ___