



Transfer Request

Employee Name: Jane Khongsavanh

Date: 3/15/16

Current Shift/Dept.: 1st QA

Shift Requesting: 1st pack off

Reason: _____

Date of Requested Transfer: _____

Office Use Only

Attendance: Great

Work Performance: PR on 1/11/16 score 4.42

Available Opening: _____

CMG Approval: Kelsey Adittl

Operations Manager Approval: _____

Work Restrictions: M/A

Current Wage: 13.63 New Wage: _____

Hire Date: 1/8/13

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

Leave of Absence

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

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

Change Authorized By: _____ Date: _____ / _____ / _____
 Change Approved By RF: _____ Date: _____ / _____ / _____
 Change Approved By Agency: _____ Date: _____ / _____ / _____