CMG

Transfer Request

Employee Name:_____Ikran Sirat_____

Effective Date:____ASAP_____6/01/2021_____

Current Shift/Dept.:_____3rd S Sanitation_____

Shift Requesting:_____2nd S_____

Reason:____Aunt who takes care of her kids has to go back to their country to take care of a family member and has to leave this week.

Employee Signature: _____

_____

Office Use Only

Attendance:_____Good_____

Work Performance:_____EPR on 7/6/20 score 4.0_____

Available Opening:_____Yes_____

CMG Approval:_____Kelsey Sikkink_____

Department Manager Approval:____MSchumacher____

Work Restrictions:_____N/A_____

Current Wage: ____$17_____New Wage: $12.00

Hire Date:_____6/7/19_____

09/2011

HR Initials_____

Payroll/Status ✓ Employment Agency
Change Notice   CMg

Effective Date **06** / **07** / **21**

Employee   **Sirat**   **Ikran**
       Last   First   Middle

Department   **Production**

Change(s)

	From	To (or New Hire)
X Salary/ Wage	$ 12.00 Per hour	$ 13.25 Per hour
___ Other	$_____ Per _____	$_____ Per _____

Reason For Change(s)

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

Explain reason for change: Ikran is an oper checker on 2nd shift.
July 1st 2nd shift needs back ups to cover vacations.

Leave of Absence

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

Comments: _____

Office Use Only:

Last 3 Pay Increase (Date, From/To Amount, & Reason):

Date: **10/1/21** From: $ **1500** To: $ **1200** Reason: **Trans to prod**

Date: **2/22/21** From: $ **1300** To: $ **1500** Reason: **min sal wage**

Date: **10/23/20** From: $ **1000** To: $ **1300** Reason: **Trans to SAW**

Change Authorized By: **Darrius S**   Date: **06** / **02** / **21**

Change Approved By RF: **MSchuman**   Date: **6** / **04** / **2021**

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

Employee Signature: _____   Date: **6** / **8** / **21**