



# Transfer Request

Employee Name: Arleth Martinez

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

Current Shift/Dept.: 1<sup>st</sup> North

Shift Requesting: 2<sup>nd</sup> North

Reason: Going back to School

Employee Signature: \_\_\_\_\_

Office Use Only

Attendance: Good

Work Performance: No EPR on file

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: \_\_\_\_\_

Work Restrictions: N/A

Current Wage: 15.00 New Wage: \_\_\_\_\_

Hire Date: 6/14/2021

HR Initials \_\_\_\_\_

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	Rehired
Dept. Transfer	Probation Complete	Resignation
New Hire	Promotion	Retirement
Layoff	Reevaluation	Transfer
Other		

Leave of Absence

Educational	Medical	Personal
Military	Family Leave	
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:



# Transfer Request

Employee Name: Arieth Esthela Martinez

Effective Date: September 9, 2021

Current Shift/Dept.: Production line, 1<sup>st</sup> Shift

Shift Requesting: 2<sup>nd</sup> Shift

Reason: I've school by evenings

Employee Signature: [Signature]

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Office Use Only

Attendance: \_\_\_\_\_

Work Performance: \_\_\_\_\_

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: \_\_\_\_\_

Work Restrictions: N/A

Current Wage: \_\_\_\_\_ New Wage: \_\_\_\_\_

Hire Date: \_\_\_\_\_