



Transfer Request

Employee Name: Aklilu Gebredngil

Date: 8/3/15

Current Shift/Dept.: 2nd South

Shift Requesting: 3rd Sanitation

Reason: _____

Date of Requested Transfer: 8/09/15

Office Use Only

Attendance: Great

Work Performance: PR on 5/20/15 score 4.9

Available Opening: yes

CMG Approval: Kelsey Adillil

Operations Manager Approval: M. Williams

Work Restrictions: n/a

Current Wage: 13.60 New Wage: \$15.60 w/ \$2 shift diff.

Hire Date: 5/29/12

je

Payroll/Status Change Notice Employment Agency

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)**
- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Rehired |
| <input type="checkbox"/> Dept. Transfer | <input type="checkbox"/> Probation Complete | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Layoff | <input type="checkbox"/> Reevaluation | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Other _____ | | |

- Leave of Absence**
- | | | |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Medical | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Military | <input type="checkbox"/> Family Leave | |
| <input type="checkbox"/> 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 Change Notice Employment Agency

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)**
- | | | |
|---|---|--------------------------------------|
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| <input type="checkbox"/> Layoff | <input type="checkbox"/> Reevaluation | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Other _____ | | |

- Leave of Absence**
- | | | |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Medical | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Military | <input type="checkbox"/> Family Leave | |
| <input type="checkbox"/> Other _____ | | |

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: _____ / _____ / _____

Lisa Campbell

From: Jamie Sorensen
Sent: Monday, August 03, 2015 5:16 PM
To: Lisa Campbell
Cc: Mike Schumacher
Subject: Re: Aklilu Gebredngil transfer request
Attachments: image001.png

Yes, thank you.

Thanks
Jamie

On Aug 3, 2015, at 3:59 PM, Lisa Campbell <Lisa@reichelfoods.com> wrote:

What will be his new wage? Will we just add the \$.2 shift diff.? His current wage is \$13.60

Lisa Campbell

Human Resource Generalist
.....

Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax:
507.289.6552 | www.reichelfoods.com

From: Kelsey Sikkink [<mailto:Kelsey@corpmgmtgroup.com>]
Sent: Monday, August 03, 2015 9:50 AM
To: Mike Schumacher
Cc: Jamie Sorensen; Heng Somark; Kristi Gorden; Lisa Campbell; Lucy Pollitt
Subject: Aklilu Gebredngil transfer request

Hi

Here is Aklilu Gebredngil's transfer request to move from 2nd south to 3rd sanitation.

Thank you,
Kelsey Sikkink
CMG Client Services Manager
507-923-0366
507-923-4955
<image001.png>