



Transfer Request

Employee Name: Anh Hong Nguyen

Date: 6/11/15

Current Shift/Dept.: 1st Shift South

Shift Requesting: 1st Shift North

Reason: wants more work

Date of Requested Transfer: ASAP

Office Use Only

Attendance: Great

Work Performance: PR on 10/1/14 score 4.95

Available Opening: yes

CMG Approval: Kelley Adkins

Operations Manager Approval: _____

Work Restrictions: NA

Current Wage: 11.94 New Wage: _____

Hire Date: 9/27/10

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)

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

Leave of Absence

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

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 _____

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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: ____/____/____