



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 Adick

Operations Manager Approval: M. Schmoek

Work Restrictions: NA

Current Wage: 11.94 New Wage: No change *JK*

Hire Date: 9/27/10

Payroll/Status Employment Agency Change Notice

Effective Date ____/____/____

Employee Last First Middle

Department _____

Change(s)		From	To (or New Hire)
Salary/Wage	\$ Per	\$ Per	\$ Per
Other	\$ Per	\$ 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 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: ____/____/____

Payroll/Status Employment Agency Change Notice

Effective Date ____/____/____

Employee Last First Middle

Department _____

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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: ____/____/____