



# Transfer Request

Employee Name: At Choun

Effective Date: 11/28/22

Current Shift/Dept.: 2<sup>nd</sup> South

Shift Requesting: 1<sup>st</sup> South

Reason: Transportation

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

Office Use Only

Attendance: Great

Work Performance: PR not done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

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

Work Restrictions: N/A

Current Wage: \$15.00 New Wage: NA

Hire Date: 8/17/22

09/2011

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):