



Transfer Request

Employee Name: Christopher Atak

Date: 12/17/14

Current Shift/Dept.: H 1

Shift Requesting: D 1

Reason: \_\_\_\_\_

Date of Requested Transfer: \_\_\_\_\_

Office Use Only

Attendance: Great

Work Performance: PR on 12/29/14 score 4.71

Available Opening: yes

CMG Approval: Kelsey Adell

Operations Manager Approval: \_\_\_\_\_

Work Restrictions: N/A

Current Wage: 9.50 New Wage: \_\_\_\_\_

Hire Date: 9/29/14

# 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
  - Retired
  - 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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- Comments: \_\_\_\_\_

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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: \_\_\_\_/\_\_\_\_/\_\_\_\_