



Transfer Request

Employee Name: Chanthy LONG

Date: 10-10-2014

Current Shift/Dept.: 1st

Shift Requesting: 2nd

Reason: babysit grandchildren

Date of Requested Transfer: AS SOON AS POSSIBLE 10/27/14

Office Use Only

Attendance: Great

Work Performance: PR on 2/4/14 score 5.0

Available Opening: \_\_\_\_\_

CMG Approval: Kelsey Adkins

Operations Manager Approval: M. Schumacher

Work Restrictions: NA

Current Wage: \$10.10 New Wage: \_\_\_\_\_

Hire Date: 1/31/12

*No wage  
change  
JC*

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