Transfer Request

Employee Name: Cody McAdam

Date: 3/18/14

Current Shift/Dept.: IT -

Shift Requesting: IT

Reason:

Date of Requested Transfer: 3/24/14

Office Use Only

Attendance: Great

Work Performance: PR 10/25/13 Score 4.57

Available Opening: yes

CMG Approval: Riley A Smith

Operations Manager Approval:

Work Restrictions: N/A

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: _____/_____/_____