



Transfer Request

Employee Name: Cody McAdam

Date: 3/18/14

Current Shift/Dept.: IT -

Shift Requesting: IN

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: Kelley Aslett

Operations Manager Approval: McAdam

Work Restrictions: NA

SC

**Payroll/Status
Change Notice**

**Employment Agency
CMC**

Effective Date 3/24/14

Employee McAdam Cody Per HR Per NY
 Department RF Tumbux to Hornet

Change(s)

	From	To (or New Hire)
Salary/Wage	\$ 1100 Per HR	\$ 876 Per NY
Other	\$ Per	\$ Per

Reason For Change(s)

- Dentition
- Dept. Transfer
- New Hire
- Layoff
- Other
- Merit Increase
- Probation Complete
- Promotion
- Reevaluation
- 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: McAdam Date: 3/21/14

Change Approved By RF: _____ Date: _____

Change Approved By Agency: _____ Date: _____

**Payroll/Status
Change Notice**

Employment Agency

Effective Date _____

Employee _____ Per _____ Middle
 Department _____

Change(s)

	From	To (or New Hire)
Salary/Wage	\$ Per	\$ Per
Other	\$ Per	\$ Per

Reason For Change(s)

- Dentition
- Dept. Transfer
- New Hire
- Layoff
- Other
- Merit Increase
- Probation Complete
- Promotion
- Reevaluation
- 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: _____