



Transfer Request

Employee Name: Gai Nguyen

Date: 04/24/13

Current Shift/Dept.: 1st Shift

Shift Requesting: 2nd Shift

Reason: Need take Daughter to school a monitor her.

Date of Requested Transfer: Anytime ^{in the morning} soon will be good.
as soon as possible

Office Use Only

Attendance: Great

Work Performance: PR on 5/17/13 score 4.85

Available Opening: yes

CMG Approval: Kelsey Adkitt

Operations Manager Approval: _____

Work Restrictions: N/A

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
- 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: _____

Payroll/Status Employment Agency Change Notice

Effective Date _____

Employee Last _____ First _____ Middle _____
Department _____

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Leave of Absence

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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: _____