Transfer Request

Employee Name: _Greg Sovinski_

Date: _10/1/13_

Current Shift/Dept.: _1st Sanitation_

Shift Requesting: _1st Warehouse_

Reason: _____

Date of Requested Transfer: _~~10/7/13~~ 10-14-13_

Attendance: _Verbal on 9/7/13_

Work Performance: _PP on 7/3/13 Score 4.28_

Available Opening: _yes_

CMG Approval: _Kelsey Ashkettle_

Operations Manager Approval: _M Schmacher_

Work Restrictions: _N/A_

09/2011

Pay will stay the same!

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   ☐ Merit Increase   ☐ Rehired
☐ Dept. Transfer   ☐ Probation Complete   ☐ Resignation
☐ New Hire   ☐ Promotion   ☐ Retirement
☐ Layoff   ☐ Reevaluation   ☐ Transfer
☐ Other _____

Leave of Absence

☐ Educational   ☐ Medical   ☐ Personal
☐ Military   ☐ Family Leave
☐ Other _____

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: _____/_____/_____