

Hire Date: 6/09/15

Current Wage: 9.50 New Wage: _____

Work Restrictions: WA

Operations Manager Approval: _____

CMG Approval: Yes Aditi

Available Opening: yes

Work Performance: RR not done yet

Attendance: absent

Office Use Only

Date of Requested Transfer: _____

Reason: Transportation issues. cannot report w/ bits.

Shift Requesting: 1st S

Current Shift/Dept.: 2nd N

Date: 7/23/15

Employee Name: Habtamu Zisueta

Also not think he can find notes for 90 days.

Transfer Request



Payroll/Status Employment Agency Change Notice

Effective Date ____/____/____

Employee Last _____ First _____ Middle _____

Department _____

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

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: ____/____/____

Payroll/Status Employment Agency Change Notice

Effective Date ____/____/____

Employee Last _____ First _____ Middle _____

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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: ____/____/____