



Transfer Request

Employee Name: John Kidd

Date: 11/1/2013

Current Shift/Dept.: 2nd Line 2B

Shift Requesting: 1st or 2nd shift

Reason: ~~Close to home, having a baby~~ ^{had baby} and only have one car.

Date of Requested Transfer: ASAP

Office Use Only

Attendance: Good called in Sick once and twice for birth of baby.

Work Performance: PL on 12/6/13 score 4.7.

Available Opening: _____

CMG Approval: Kelsey Adhill

Operations Manager Approval: Mehmann

Work Restrictions: NA

Payroll/Status Employment Agency
Change Notice

Effective Date _____

Employee Kidd Last John First John Middle _____
 Department _____

Change(s)

	From	To (or New Hire)
Salary/Wage	\$ 870 Per MW	\$ 950 Per MW
Other	\$ Per	\$ Per

- Reason For Change(s)**
- Denotion
 - Merit Increase
 - Dept. Transfer
 - Probation Complete
 - New Hire
 - Promotion
 - Layoff
 - Reevaluation
 - Other

- Leave of Absence**
- Educational
 - Medical
 - Military
 - Family Leave
 - Other
 - 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: _____

Payroll/Status Employment Agency
Change Notice

Effective Date _____

Employee Kidd Last John First John Middle _____
 Department _____

Change(s)

	From	To (or New Hire)
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 - Medical
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 - Family Leave
 - Other
 - 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: John Kidd Date: 12, 27, 13
 Change Approved By RF: _____ Date: _____
 Change Approved By Agency: _____ Date: _____