



Transfer Request

Employee Name: Jeremy Baker

Date: 12/23/14

Current Shift/Dept.: 1<sup>st</sup> production

Shift Requesting: 1<sup>st</sup> W

Reason: \_\_\_\_\_

Date of Requested Transfer: 12/29/14

Office Use Only

Attendance: Great

Work Performance: Has not had PR yet.

Available Opening: yes

CMG Approval: Kelley

Operations Manager Approval: M. Schmacher

Work Restrictions: N/A

Current Wage: \$9.50 New Wage: \$12.00

Hire Date: 10/6/14

*je*

**Payroll/Status**      **Employment Agency**  
**Change Notice**      CMG

12/29/14  
BAW      STEWART  
PRODUCTION TO WHSE

Department: \_\_\_\_\_

Changes(s)

Salary/Wage	From: \$ <u>9.83</u> Per <u>HR</u>	To (or New Hire): \$ <u>12.00</u> Per <u>HR</u>
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: Shuppen      Date: 12, 23, 14

Change Approved By: \_\_\_\_\_      Date: \_\_\_\_\_

Change Approved By Agency: \_\_\_\_\_      Date: \_\_\_\_\_

**Payroll/Status**      **Employment Agency**  
**Change Notice**

Department: \_\_\_\_\_

Change(s)

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

- Reason For Change(s)**
- Demotion
  - Dept. Transfer
  - New Hire
  - Layoff
  - Other
  - Merit Increase
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- 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: \_\_\_\_\_      Date: \_\_\_\_\_

Change Approved By Agency: \_\_\_\_\_      Date: \_\_\_\_\_