



**Transfer Request**

Employee Name: Joe Halid

Date: 11/5/14

Current Shift/Dept.: 1<sup>st</sup> Production A.

Shift Requesting: 1<sup>st</sup> QA North

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

Date of Requested Transfer: 11-06-14

Office Use Only

Attendance: OK

Work Performance: PR not done yet

Available Opening: yes

CMG Approval: Kelsey Adell

Operations Manager Approval: M. Schmach - K. Hunt

Work Restrictions: N/A

Current Wage: \$9.50 New Wage: \$10.25

Hire Date: 10/27/2014

*se*

# Payroll/Status Change Notice

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# Employment Agency

# Employment Agency

Effective Date 11, 14, 14

Effective Date \_\_\_\_\_

Employee Last AAJID First JOB Middle \_\_\_\_\_

Employee Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Department Production to SA

Department \_\_\_\_\_

**Change(s)**

	From	To (or New Hire)
X Salary/Wage	\$ 950 Per hr	\$ 1025 Per hr
Other	\$ _____ Per _____	\$ _____ Per _____

**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
  - Rehired
  - Resignation
  - Retirement
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- Leave of Absence**
- Educational
  - Military
  - Other
  - Medical
  - Family Leave
  - Personal

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Comments: \_\_\_\_\_

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: \_\_\_\_\_

**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 [Signature] Date: 11 6 14

Change authorized by \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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