



Transfer Request

Employee Name: Paul Cockrell

Date: 3/12/14

Current Shift/Dept.: 2nd/Tumbler

Shift Requesting: 2nd DC

Reason: More money

Date of Requested Transfer: 3/12/14

Office Use Only

Attendance: Good

Work Performance: PR on 9/17/13 score 4.6

Available Opening: yes

CMG Approval: Kelsey Aditt

Operations Manager Approval: _____

Work Restrictions: n/a

Payroll/Status Change Notice

Employment Agency

Effective Date: ____/____/____

Employee: Last _____ First _____ Middle _____

Department: _____

Change(s)	From		To (or New Hire)	
	Salary/Wage	Per	Salary/Wage	Per
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: _____ Date: ____/____/____

Change Approved By RF: _____ Date: ____/____/____

Change Approved By Agency: _____ Date: ____/____/____

Payroll/Status Change Notice

Employment Agency

Effective Date: ____/____/____

Employee: Last _____ First _____ Middle _____

Department: _____

Change(s)	From		To (or New Hire)	
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Leave of Absence

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- Other
- Medical
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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: ____/____/____