Payroll/Status Change Notice

Employment Agency
CMG

Effective Date 4/22/14

Employee Chea (Last) Sam (First) (Middle)

Department _____

Change(s)

	From	To (or New Hire)
X Salary / Wage	$12.36 Per hr	$14.50 Per hr
___ Other	$ _____ Per _____	$ _____ Per _____

Reason For Change(s)

- ☐ Demotion
- ☐ Dept. Transfer
- ☐ New Hire
- ☐ Layoff
- ☐ Other

- ☐ Merit Increase
- ☐ Probation Complete
- ☒ Promotion
- ☐ Reevaluation

- ☐ Rehired
- ☐ Resignation
- ☐ Retirement
- ☐ Transfer

If After 90 day Sam's Performance is acceptable he will receive a 50¢ increase

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: M Helmrach Date: 4/22/14

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

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

Transfer Request

Employee Name: Sam Chea

Date: 4/21/14

Current Shift/Dept.: 2 QC

Shift Requesting: 2nd Shift Assist Sup

Reason: RF offered Sam a position

Date of Requested Transfer: 05/12/2014

Office Use Only

Attendance: Great

Work Performance: PR on 7/9/13 overall score 4.71

Available Opening: yes

CMG Approval: Kelsey Cadilld

QA
Operations Manager Approval: Adams

Work Restrictions: N/A

09/2011