



Transfer Request

Employee Name: Abdi Olof

Date: 5/14/14

Current Shift/Dept.: 2nd shift slicer

Shift Requesting: 2nd shift GMP

Reason: _____

Date of Requested Transfer: _____

Office Use Only

Attendance: Great

Work Performance: PK on 9/20/13 score 4.0

Available Opening: yes

CMG Approval: Kelsey Achill

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
 - Rehire
 - 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)	
	Salary/ Wage	Per	Salary/ Wage	Per
Other	\$	Per	\$	Per

- Reason For Change(s)**
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- Leave of Absence**
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 - Other
 - Medical
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 - 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: _____