



**Transfer Request**

Employee Name: Abdi Olol

Date: 5/14/14

Current Shift/Dept.: 2nd shift slicer

Shift Requesting: 2nd shift GMP

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

Date of Requested Transfer: ~~5/19/14~~ 6/2/2014

Office Use Only

Attendance: Great

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

Available Opening: yes

CMG Approval: Kelsey Adillil

Operations Manager Approval: M. Shannahan

Work Restrictions: N/A

No pay increase until  
CMG Monitor Training is complete!  
JC

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

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

Employee: \_\_\_\_\_  
 Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Department: \_\_\_\_\_

**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
- Rained
- 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**      **Employment Agency**  
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Effective Date: \_\_\_\_\_

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