CMG

Transfer Request

Employee Name: Sytha Giles

Date: 9/29/14

Current Shift/Dept.: 2nd

Shift Requesting: 1st MV1

Reason: take care of niece/learn to drive

Date of Requested Transfer: ASAP

Office Use Only

Attendance: Great

Work Performance: PR on 6/10/14 Score 4.78

Available Opening: yes

CMG Approval: Kelsey Odell

Operations Manager Approval: _____

Work Restrictions: N/A

Current Wage: 9.79   New Wage: _____

Hire Date: 3/5/14

09/2011

Payroll/Status Change Notice

Employment Agency

_____

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   ☐ Merit Increase   ☐ Rehired
☐ Dept. Transfer   ☐ Probation Complete   ☐ Resignation
☐ New Hire   ☐ Promotion   ☐ Retirement
☐ Layoff   ☐ Reevaluation   ☐ Transfer
☐ Other _____

Leave of Absence

☐ Educational   ☐ Medical   ☐ Personal
☐ Military   ☐ Family Leave
☐ Other _____

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: _____/_____/_____