



Transfer Request

Employee Name: Hibo Abdi Ali

Date: January 5th 2015

Current Shift/Dept.: 6am to 2pm (First)

Shift Requesting: 2pm to 11pm (Second)

Reason: No day care for my kids at 5.am morning time to start my shift.

Date of Requested Transfer: _____

Office Use Only

Attendance: Great

Work Performance: PR not done yet

Available Opening: yes

CMG Approval: Heber Adil

Operations Manager Approval: _____

Work Restrictions: N/A

Current Wage: 9⁵⁰ New Wage: _____

Hire Date: 10/16/14

Payroll/Status Employment Agency

Change Notice

Effective Date _____ / _____ / _____

Employee
 Last _____ First _____ Middle _____

Department _____

	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
 - 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: _____ / _____ / _____

Checked/Approved By RFE: _____ Date: _____ / _____ / _____