



Transfer Request

Employee Name: Leamon Belch

Date: 9/25/2013

Current Shift/Dept.: 2

Shift Requesting: 2 - North plant

Reason: No ride

Date of Requested Transfer: any time

Office Use Only

Attendance: Great

Work Performance: PR on 9/10/13 score 4.28

Available Opening: _____

CMG Approval: Kelsey Adickit

Operations Manager Approval: MBelmacher

Work Restrictions: NA

jc

Payroll/Status **Employment Agency**

Change Notice

Effective Date: Transfer date

Employee: Beleh Leaman
Last First

Department: Rachel and - Hornel and

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
- 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: \$ 950 To: \$ 850 Reason: Moving to HEMT
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Change Authorized By: Jess Campbell Date: 10/9/13

Change Approved By: M. Schumacher Date: 10/9/13

Change Approved By Agency: _____ Date: _____