



Transfer Request

Employee Name: Maria Negron

Date: 10/31/14

Current Shift/Dept.: 1st QC Tech

Shift Requesting: 1st North Production

Reason: Does not like being a QA tech.

Date of Requested Transfer: 11/17/14

Office Use Only

Attendance: Great

Work Performance: PR on 11/18/14 score 4.71.

Available Opening: yes

CMG Approval: [Signature]

Operations Manager Approval: [Signature]

Work Restrictions: NA

Current Wage: \$10.25 New Wage: \$9.50 (OKM)

Hire Date: 8/18/14

[Signature]

Payroll/Status Change Notice

Employment Agency

Effective Date 11.17.14

Effective Date _____

Employee Negon Maria

Employee _____

Department QA to production

Department _____

Change(s)

	From	To (or New Hire)
Salary/Wage	\$ 1025 Per hr	\$ 950 Per hr
Other	\$ _____ Per _____	\$ _____ Per _____

Change(s)

	From	To (or New Hire)
Salary/Wage	\$ _____ Per _____	\$ _____ Per _____
Other	\$ _____ Per _____	\$ _____ Per _____

Reason For Change(s)

Reason For Change(s)

- Demotion
- Dept. Transfer
- New Hire
- Layoff
- Other
- Merit Increase
- Probation Complete
- Promotion
- Reevaluation
- Rehired
- Resignation
- Retirement
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Leave of Absence

Leave of Absence

- Educational
- Military
- Other
- Medical
- Family Leave
- Personal

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Comments: _____

Comments: _____

Office Use Only:

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Last 3 Pay Increase (Date, From/To Amount, & Reason):

Last 3 Pay Increase (Date and From/To Amount):

Date	From \$	To \$	Reason

Date	From \$	To \$	Reason

Change Authorized By [Signature] Date 11.16.14

Change Authorized By _____ Date _____

Change Approved By _____ Date _____

Change Approved By _____ Date _____

Change Approved by Agency _____ Date _____

Change Approved by Agency _____ Date _____