



Transfer Request

Employee Name: Marcin Riggins

Date: 11/3/14

Current Shift/Dept.: 2nd Smith

Shift Requesting: 2nd DC

Reason: _____

Date of Requested Transfer: 11-10-14

Office Use Only

Attendance: Great

Work Performance: PK not done yet

Available Opening: yes

CMG Approval: Kelsey Adell

Operations Manager Approval: M Schumacher

Work Restrictions: N/A

Current Wage: \$ 9.50 New Wage: \$12.00

Hire Date: 10/3/14

**Payroll/Status Employment Agency
Change Notice**

Effective Date 10/10/14
 Employee Last Riggins First Marvin Middle _____

Department TRANSFER TO NH FROM PRODUCTION

Change(s)

	From	To (or New Hire)
X Salary/Wage	\$ 950 Per hr	\$ 1200 Per hr
Other	\$ Per	\$ Per

- Reason For Change(s)**
- Demotion
 - Dept. Transfer
 - New Hire
 - Layoff
 - Other
 - Merit Increase
 - Probation Complete
 - Promotion
 - Reevaluation
 - Reired
 - 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

Change Authorized By Abraham Date 11/05/14
 Change Approved By _____ Date _____
 Change Approved By Agency _____ Date _____

**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
 - Reired
 - Resignation
 - Retirement
 - Transfer

- Leave of Absence**
- Educational
 - Military
 - Other
 - Medical
 - Family Leave
 - Personal

Comments: _____

Office Use Only:

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

Date	From \$	To \$	Reason

Change Authorized By _____ Date _____
 Change Approved By _____ Date _____
 Change Approved By Agency _____ Date _____