



## Transfer Request

Employee Name: Marvin Short

Date: 12/17/14

Current Shift/Dept.: 1<sup>st</sup> MV

Shift Requesting: 3rd

Reason: Daycare

Date of Requested Transfer: 1-09-2015

Office Use Only

Attendance: Good

Work Performance: Has not had a PR yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Operations Manager Approval: M. Schumacher

Work Restrictions: N/A

Current Wage: \$9.50 New Wage: \$15.00 *increase \$2 shift dif.*

Hire Date: 11/17/14

*JS*

# Payroll/Status Change Notice

# Employment Agency

Effective Date 1/9/15

Employee Short Marvin Last First Middle

Department 3rd Shift JAN.

Change(s)		From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/Wage	\$ <u>9.50</u> Per <u>hr</u>	\$ <u>15.00</u> Per <u>hr</u>	
<input type="checkbox"/> Other	\$ <u>    </u> Per <u>    </u>	\$ <u>    </u> Per <u>    </u>	

### 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 and From/To Amount):

Date	From \$	To \$	Reason

Change Approved By [Signature] Date 12/18/14

Change Approved By Agency \_\_\_\_\_ Date \_\_\_\_\_

Effective Date 1,9,15

Employee Short Marvin Last First Middle

Department 3rd Shift JAN.

Change(s)		From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/Wage	\$ <u>9.50</u> Per <u>hr</u>	\$ <u>15.00</u> Per <u>hr</u>	
<input type="checkbox"/> Other	\$ <u>    </u> Per <u>    </u>	\$ <u>    </u> Per <u>    </u>	

*included dif.*

### 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
<u>12/18/14</u>	<u>9.50</u>	<u>15.00</u>	<u>FC</u>

Change Approved By [Signature] Date 12/18/14

Change Approved By Agency \_\_\_\_\_ Date \_\_\_\_\_