



## Transfer Request

Employee Name: Marwan Sulaiman

Date: 4/24/15

Current Shift/Dept.: 3<sup>rd</sup> Sanitation

Shift Requesting: 1<sup>st</sup> South

Reason: \_\_\_\_\_

Date of Requested Transfer: 5/25/15

Office Use Only

Attendance: Great

Work Performance: PR on 4/14/15 4.71

Available Opening: Yes

CMG Approval: Kelsey Adhikari

Operations Manager Approval: M. Schumacher

Work Restrictions: N/A

Current Wage: 18.23 New Wage: Attached

Hire Date: 4/13/12

# Payroll/Status Change Notice

## Employment Agency

Effective Date:        /        /       

Employee: Last        First        Middle       

Department:       

Change(s)	From	To (or New Hire)
Salary/Wage	\$ <u>      </u> Per <u>      </u>	\$ <u>      </u> Per <u>      </u>
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
- Rehired
- 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:        /        /       

Change Approved By RF:        Date:        /        /       

Change Approved By Agency:        Date:        /        /       

# Payroll/Status Change Notice

## Employment Agency

Effective Date: 4, 27, 15

Employee: Last Suleiman First Murwan Middle CMG

Department: Production

Change(s)	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/Wage	\$ <u>18.23</u> Per <u>hr</u>	\$ <u>16.23</u> Per <u>hr</u>
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
  - Rehired
  - Resignation
  - Retirement
  - Transfer
- Transfer from Sanatac 3rd to last Production*

### 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:       

Date:        From: \$        To: \$        Reason:       

Date:        From: \$        To: \$        Reason:       

Change Authorized By: MSuleiman Date: 5, 15, 15

Change Approved By RF:        Date:        /        /       

Change Approved By Agency:        Date:        /        /