



**Transfer Request**

Employee Name: Miguel A Viso Sr

Date: 1/8/13

Current Shift/Dept.: 10-6 AM

Shift Requesting: 3-11

Reason: Asked

Date of Requested Transfer: 1/14/13

Office Use Only

Attendance: Last Chance Warning

Work Performance: PR on 11/30/12 score 3.0

Available Opening: ?

CMG Approval: Kelsey Adickit

Operations Manager Approval: M Schmarck

Work Restrictions: N/A

**Payroll/Status  
Change Notice**

**Employment Agency**

CMG

Effective Date 1, 8, 12

Employee Vigo Miguel  
Last First Middle

Department From Sanitation to Production

**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
- Rehired
- 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: \_\_\_\_\_  
Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_  
Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_

Change Authorized By: M. Selman Date: 1, 8, 13

Change Approved By RF: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Wage will remain the same*