

STATUS/PAYROLL CHANGE REPORT

Today's Date: 5-25-23 Effective Date: 5-30-23
 Employee's Name: Misael Chavez Lopez
 Department: Portion Shift: PM Skill level: —

X	CHANGE(S)	FROM	TO
X	Rate	\$ 18.50	\$ 18.00
	Department		
X	Shift	PM portion	AM portion
	Skill Level		
X	Schedule/Start Time	3PM-12A	6A-3P?
	Status (ex: Full-time to Part-time)		
	Status (ex: Hourly to Salary)		
	Other		

X	REASON(S) FOR THE CHANGE(S)
	Promotion
	Seniority Increase (Circle One) 90-day 6-mo. 1-yr 1 1/2-yr 2-yr 3-yr Annual
	Merit Increase
X	Transfer <u>to AM portion</u>
	Other

ADDITIONAL COMMENTS

Authorized by:  Date: 5-25-23
 (Department Manager)

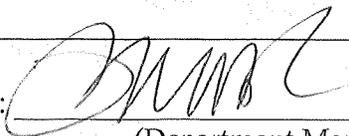
TRANSFER REQUEST FORM

Today's Date: 5-23-2023 Effective Date: 5-30-2023
 Employee's Name: Misael Chavez Lopez
 Department (before change): Portion Night Shift: 2

X	CHANGE(S)	FROM	TO
	Department	Portion Night	Portion Day
	Shift	2	
	Schedule/Start Time	3:00 pm	6:00 am
	Status (ex: Full-time to Part-time)		
	Status (ex: Hourly to Salary)		
	Other		

X	REASON(S) FOR THE CHANGE(S)
	<p>To be able to attend school at 4:00 pm</p>

COMMENTS

Authorized by:  Date: 5-25-23
 (Department Manager)