



Transfer Request

Employee Name: My Nguyen

Date: 10/29/15

Current Shift/Dept.: 1st North

Shift Requesting: 1st North

Reason: Close to home

Date of Requested Transfer: ASAP

Office Use Only

Attendance: Great

Work Performance: PR on 3/4/15 score 4.71

Available Opening: _____

CMG Approval: Kelsey Adkins

Operations Manager Approval: _____

Work Restrictions: MA

Current Wage: 10.96 New Wage: _____

Hire Date: 2/23/12

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
- 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 Employment Agency Change Notice

Effective Date ____/____/____

Employee Last First Middle

Department

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Leave of Absence

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- Other
- Medical
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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: _____ Date: ____/____/____

Change Approved By RF: _____ Date: ____/____/____

Change Approved By Agency: _____ Date: ____/____/____