



Transfer Request

Employee Name: OMOT CHAM ONYING

Date: 12-02-2014

Current Shift/Dept.: 1st Shift (North Plant)

Shift Requesting: 2nd Shift (North Plant)

Reason: College (RCTC) Studies beginning 01-10-2015

Date of Requested Transfer: 1st of January 2015

Office Use Only

Attendance: Great

Work Performance: PR score 4.57 on 8/1/14

Available Opening: _____

CMG Approval: Kelley Adell

Operations Manager Approval: Melvin

Work Restrictions: NA

Current Wage: \$10.08 New Wage: No change JR

Hire Date: 7/25/13

Payroll/Status
Change Notice

Employment Agency: _____

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 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: ____/____/____