

[Handwritten mark]

09/2011

Hire Date: 07/21/10

Current Wage: 14.47 + 2.00 = 16.47
New Wage: \$14.47

Work Restrictions: N/A

Operations Manager Approval: [Signature]

CMG Approval: [Signature]

Available Opening: yes

Work Performance: RR on 10/15 score 44

Attendance: [Signature]

Office Use Only

Date of Requested Transfer: 11-09-15

Reason: _____

Shift Requesting: 2nd Back up MC

Current Shift/Dept.: 3 Sewitator

Date: 10/21/15

Employee Name: Paradise Fern

Transfer Request



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
- Rehire
- 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: ____/____/____

Employee: Last _____ First _____ Middle _____

Department: _____

Change(s)

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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: ____/____/____