



Transfer Request

Employee Name: Paul Butlee

Date: 11/6/14

Current Shift/Dept.: 2nd Production North

Shift Requesting: 2nd QA South

Reason: _____

Date of Requested Transfer: 11/6/14

Office Use Only

Attendance: OK

Work Performance: PR not done yet

Available Opening: yes

CMG Approval: Kelsey Aditi

Operations Manager Approval: Mohammad Kijunt

Work Restrictions: NA

Current Wage: \$9.50 New Wage: \$10.25

Hire Date: 10/30/14

Payroll/Status Change Notice

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Effective Date 11/14/14
 Employee Butler Paul Last First Middle
 Department Production to SA

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 Department Production to SA

Change(s)

	From	To (or New Hire)
Salary/Wage	\$ 950 Per 1025 hr	\$ 1025 Per hr
Other	\$ Per	\$ Per

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Salary/Wage	\$ 950 Per 1025 hr	\$ 1025 Per hr
Other	\$ Per	\$ Per

- Reason For Change(s)**
- Demotion
 - Dept. Transfer
 - New Hire
 - Layoff
 - Other
 - Merit Increase
 - Probation Complete
 - Promotion
 - Reevaluation
 - Rehire
 - Resignation
 - Retirement
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- Leave of Absence**
- Educational
 - Military
 - Other
 - Medical
 - Family Leave
 - Personal
- Comments: _____

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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 HR _____ Date _____
 Change Approved By Agency _____ Date _____

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 Last 3 Pay Increase (Date, From/To Amount, & Reason):
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