



Transfer Request

Employee Name: Pamnang Yo

Date: 6/18/15

Current Shift/Dept.: 2nd South

Shift Requesting: 1st South

Reason: watch nephew

Date of Requested Transfer: ~~July 12th~~ 7/05/15

Office Use Only

Attendance: Great

Work Performance: PR on 9/23/14 score 4.57

Available Opening: _____

CMG Approval: Kelsey Adill

Operations Manager Approval: R. Schumacher

Work Restrictions: n/a

Current Wage: 10.61 New Wage: NA SC

Hire Date: 9/20/11

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
- Merit Increase
- Dept. Transfer
- Probation Complete
- New Hire
- Promotion
- Layoff
- Reevaluation
- Other
- Rehired
- Resignation
- Retirement
- Transfer

Leave of Absence

- Educational
- Medical
- Military
- Family Leave
- Other
- 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: / /

Payroll/Status Employment Agency Change Notice

Effective Date ____/____/____

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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: / /