



Transfer Request

Employee Name: Samnang Yo

Date: 6/18/15

Current Shift/Dept.: 2nd South

Shift Requesting: 1st South

Reason: watch nephew

Date of Requested Transfer: July 12th

Office Use Only

Attendance: Great

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

Available Opening: _____

CMG Approval: Kelsey Adill

Operations Manager Approval: _____

Work Restrictions: N/A

Current Wage: 10.61 New Wage: _____

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
 - 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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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: ____/____/____