



Transfer Request

Employee Name: Santa Anthony
Date: 2/4/2013
Current Shift/Dept.: 1st Hornell
Shift Requesting: 2nd South
Reason: No hours
Date of Requested Transfer: 2/4/2013

9.50 currently
started 5/23/12
Good attendance

Office Use Only

Attendance: Good

Work Performance: PR on 8/14/12 overall score 3.14

Available Opening: _____

CMG Approval: Kelsey Adickel

Operations Manager Approval: Mike Elman

Work Restrictions: N/A

Payroll/Status Change Notice

Employment Agency

Effective Date _____/_____/_____

Employee _____
Last First Middle

Department _____

*NO currency
@ \$9.50*

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: _____/_____/_____