



**Transfer Request**

Employee Name: Shelby Blackwell

Date: 12/3/14

Current Shift/Dept.: 2nd / MIV

Shift Requesting: 3rd SAN

Reason: School sched.

Date of Requested Transfer: ASAP

Office Use Only

Attendance: Great

Work Performance: PR on 6/10/14 score 4.4.

Available Opening: \_\_\_\_\_

CMG Approval: Kelsey Admitt

Operations Manager Approval: \_\_\_\_\_

Work Restrictions: N/A

Current Wage: \$10.77 New Wage: \_\_\_\_\_

Hire Date: 6/4/12

# Payroll/Status Employment Agency Change Notice

Effective Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Employee \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Department \_\_\_\_\_

Change(s)	From		To (or New Hire)	
	\$	Per	\$	Per
Salary/Wage				
Other				

### Reason For Change(s)

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

### Leave of Absence

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