



Transfer Request

Employee Name: Wivine Magazibe

Date: 06/08/2015

Current Shift/Dept.: 2nd shift South

Shift Requesting: first shift North plant

Reason: I don't have ride

Date of Requested Transfer: 06/10/2015

Office Use Only

Attendance: Great

Work Performance: PR on 11/19/14 score 4.71

Available Opening: yes

CMG Approval: Kelsey Adhikari

Operations Manager Approval: M. Schmach

Work Restrictions: N/A

Current Wage: 9.83 New Wage: No change PR

Hire Date: 11/12/13

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
- Rehire
- 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 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 ____/____/____

Employee Last _____ First _____ Middle _____

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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: ____/____/____