



Transfer Request

Employee Name: Habtamu Ewureta

Date: 8/20/15

Current Shift/Dept.: 2nd N

Shift Requesting: 2nd ~~GA~~ QA

Reason: _____

Date of Requested Transfer: 8/24/15

Office Use Only

Attendance: Great

Work Performance: PR not done yet

Available Opening: yes

CMG Approval: Kelsey Adittit

Operations Manager Approval: _____

Work Restrictions: NA

Current Wage: 9.50 New Wage: \$12.00

Hire Date: 6/29/15

LC

Lisa Campbell

From: Lisa Campbell
Sent: Thursday, August 20, 2015 9:34 AM
To: Karin Grzanek; Luz Pizano
Subject: RE: Habtamu Ewuneta transfer
Attachments: image001.png

I will fill out the pay increase and attach this e-mail for approval.

Thank you!

Lisa Campbell

Human Resource Generalist
.....

Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 |
www.reichelfoods.com

From: Karin Grzanek
Sent: Thursday, August 20, 2015 9:31 AM
To: Lisa Campbell; Luz Pizano
Subject: RE: Habtamu Ewuneta transfer

Seeing she is currently under \$12, she should move to this wage for starting QA Tech. That is what we typically do.

Thanks,
Karin

From: Lisa Campbell
Sent: Thursday, August 20, 2015 9:28 AM
To: Karin Grzanek; Luz Pizano
Subject: RE: Habtamu Ewuneta transfer

What would you like to do for a wage, she is currently at \$9.50?

Lisa Campbell

Human Resource Generalist
.....

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www.reichelfoods.com

From: Karin Grzanek
Sent: Thursday, August 20, 2015 9:27 AM
To: 'Kelsey Sikkink'; Mike Schumacher
Cc: Lisa Campbell; Lucy Pollitt; Kristi Gorden; Mike Schumacher; Isabel Cardenas; Jeff Ramaker; Cham Ouk
Subject: RE: Habtamu Ewuneta transfer

Approved –

Thanks,
Karin

From: Kelsey Sikkink [<mailto:Kelsey@corpmgmtgroup.com>]

Sent: Thursday, August 20, 2015 9:08 AM

To: Mike Schumacher; Karin Grzanek

Cc: Lisa Campbell; Lucy Pollitt; Kristi Gorden; Mike Schumacher; Isabel Cardenas; Jeff Ramaker; Cham Ouk

Subject: Habtamu Ewuneta transfer

Hi

Here is Habtamu Ewuneta transfer request to move from 2nd production to 2nd QA.

Thank you,

Kelsey Sikkink

CMG Client Services Manager

507-923-0366

507-923-4955



"your workforce management & staffing experts"