



Transfer Request

Employee Name: Arleth Martinez

Effective Date: 9/20/2021

Current Shift/Dept.: 1st North

Shift Requesting: 2nd North

Reason: Going back to School

Employee Signature: _____

Office Use Only

Attendance: Good

Work Performance: No EPR on file

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: [Signature]

Work Restrictions: N/A

Current Wage: 15.00 New Wage: NA

Hire Date: 6/14/2021

09/2011

HR Initials [Signature]