



# Transfer Request

Employee Name: Milton Prince

Effective Date: 1/23/23

Current Shift/Dept.: 2<sup>nd</sup> N Seasonal

Shift Requesting: 2<sup>nd</sup> S BU Sanitor

Reason: Seasonal ending

Employee Signature: \_\_\_\_\_

Office Use Only

Attendance: Improving

Work Performance: Review not done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: \_\_\_\_\_

Work Restrictions: N/A

Current Wage: \$17.00 New Wage: \$16.00

Hire Date: 1/3/23

HR Initials W

*(Handwritten mark)*