



Transfer Request

Employee Name: Juana Arteaga
Effective Date: 4/28/2025
Current Shift/Dept.: 1st Sanitation
Shift Requesting: 1st South
Employee Signature: _____

Office Use Only

CMG Approval: Kelsey Sikkink
Department Manager Approval: _____
Current Wage: 21.07
New Wage: NA

HR Initials W
HR sent out job description W