



Transfer Request

Employee Name: Delfino Velazquez-Laureano
Effective Date: 10/27/2025
Current Shift/Dept.: 3rd South Sanitation
Shift Requesting: 2nd North
Employee Signature: Delfino Velazquez-Laureano

Office Use Only

CMG Approval: Kelsey Sikkink
Department Manager Approval: _____
Current Wage: \$ 17.00 + \$2.00 Shift diff
New Wage: \$ 16.00

Sep-11

HR Initials HS

HR sent out job description _____