



Transfer Request

Employee Name: Isis Lopez Pontoja

Date: 12/19/16

Current Shift/Dept.: 2nd North

Shift Requesting: 1st North

Reason: Daycare

Date of Requested Transfer: 12/27/16

Office Use Only

Attendance: Great

Work Performance: No PR done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: *MB Schumacher*

Work Restrictions: N/A

Current Wage: 12.00 New Wage: NK

Hire Date: 12/14/16

09/2011

HR Initials

jc