



Transfer Request

Employee Name: James Littlefield

Date: 2/28/17

Current Shift/Dept.: 3rd Sanitation

Shift Requesting: 1st QA South

Reason: Available opening

Date of Requested Transfer: 4/03/17

Office Use Only

Attendance: Great

Work Performance: PR review on 8/30/16 score 5.0

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: *M. Schmitt* / *Kendra*

Work Restrictions: N/A

Current Wage: 15.60 + 2.00 New Wage: \$15.60/hr.

Hire Date: 8/28/14

HR Initials

JS