



Transfer Request

Employee Name: Jordan Matrious

Date: 3/15/17

Current Shift/Dept.: 1st Tumbler

Shift Requesting: 1st DC/Plant

Reason: _____

Date of Requested Transfer: 3-16-17

Office Use Only

Attendance: Good

Work Performance: No PR done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: Melumacher

Work Restrictions: N/A

Current Wage: 11.00 New Wage: \$12.00

Hire Date: 02/08/17

09/2011

HR Initials ll