



Transfer Request

Employee Name: Lucerito Ornelas

Date: 11/28/16

Current Shift/Dept.: 1st South

Shift Requesting: 1st QA

Reason: _____

Date of Requested Transfer: 12/5/16

Office Use Only

Attendance: Good

Work Performance: No PR yet

Available Opening: Yes

CMG Approval: Kelsey Sikkinkn

Department Manager Approval: *Melmaeh / Kendra Junt*

Work Restrictions: N/A

Current Wage: 10.00 New Wage: \$12.00/hr

Hire Date: 10/25/16

HR Initials *[Signature]*