



Transfer Request

Employee Name:

Mary Phillips

Effective Date:

5/4/26

Current Shift/Dept.:

1st North

Shift Requesting:

1st South

Employee Signature:

Office Use Only

CMG Approval:

Kelsey Sikkink

Department Manager Approval:

Current Wage:

\$15.00

New Wage:

NA

Sep-11

HR Initials u

HR sent out job description u