



Transfer Request

Employee Name:

Mary Philips

Effective Date:

7/20/26

Current Shift/Dept.:

1st South

Shift Requesting:

2nd South

Employee Signature:

Mary Philips

Office Use Only

CMG Approval:

Kelsey Sikkink

Department Manager Approval:

Current Wage:

15

New Wage:

NA

Sep-11

HR Initials

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HR sent out job description

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