



Transfer Request

Employee Name:

Martisse Thomas

Effective Date:

5/26/26

Current Shift/Dept.:

2nd North Warehouse

Shift Requesting:

1st Tri-State 9am-5pm

Employee Signature:

Office Use Only

CMG Approval:

Kelsey Sikkink

Department Manager Approval:

Current Wage:

\$20.00

New Wage:

NA

Sep-11

HR Initials

W

HR sent out job description

W