



Transfer Request

Employee Name: Melbourne Grovesnor

Date: 2/7/18

Current Shift/Dept.: 1st South

Shift Requesting: 3rd Shift Position

Reason: Childcare Issues / Church Conflict

Date of Requested Transfer: 2/26/18

Office Use Only

Attendance: Great

Work Performance: 7/10/17 (score 5.0)

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: \$12.46 New Wage: \$13.00 + \$2 shift diff.

Hire Date: 4/4/2017

09/2011

HR Initials

[Signature]