



Transfer Request

Employee Name: Ricardo Figueroa

Date: 10/1/2018

Current Shift/Dept.: 2nd DC

Shift Requesting: 3rd Sanitation

Reason: Opening

Date of Requested Transfer: 10/15/18

Office Use Only

Attendance: Great

Work Performance: Not Done Yet

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: [Signature]

Work Restrictions: N/A

Current Wage: \$13.00 New Wage: \$13 + \$2.00 *SHIFT DIF*

Hire Date: 8/20/2018

HR Initials U