



## Transfer Request

Employee Name: Richard Spilde

Date: 3/30/17

Current Shift/Dept.: 2<sup>nd</sup> DC

Shift Requesting: 2<sup>nd</sup> South palletizer

Reason: \_\_\_\_\_

Date of Requested Transfer: 3/31/17

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Office Use Only

Attendance: Great

Work Performance: PR on 10/10/16 score 3.85

Available Opening: Yes

CMG Approval: Kelsey Sikrink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: 13.00 New Wage: 11.00

Hire Date: 7/18/16

09/2011

HR Initials *[Signature]*