



## Transfer Request

Employee Name: Roberto Sanchez

Date: 10/31/16

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

Shift Requesting: 1<sup>st</sup> North

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

Date of Requested Transfer: 11/05/16

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Office Use Only

Attendance: Great

Work Performance: No PR yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: [Signature]

Work Restrictions: N/A

Current Wage: 11.00 New Wage: NA

Hire Date: 8/15/16

09/2011

HR Initials [Signature]