



Transfer Request

Employee Name: Stephanie Elizondo

Date: 1/14/2019

Current Shift/Dept.: 1st North seasonal

Shift Requesting: 1st South perm

Reason: Opening

Date of Requested Transfer: 1-15-19

Office Use Only

Attendance: Improving

Work Performance: Not done yet

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: [Signature]

Work Restrictions: N/A

Current Wage: \$14.00 New Wage: \$10.00 and benefits

Hire Date: 10/11/2018

HR Initials [Signature]