



Transfer Request

Employee Name: Yee Her

Effective Date: ~~12/23/19~~ ^{12/16/19} ? 12/16/19

Current Shift/Dept.: 1st North Seasonal

Shift Requesting: 1st North QA (Permanent)

Reason: opening

Employee Signature: _____

Office Use Only

Attendance: Good

Work Performance: N/A

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: Kendra [Signature] MSchumraech

Work Restrictions: N/A

Current Wage: \$15.00 New Wage: \$13.00 W/ Benefits \$15.00
See attached email

Hire Date: 9/10/2019

HR Initials W

Kelsey Sikkink

From: Karin Grzanek <Karin@reichelfoods.com>
Sent: Monday, December 23, 2019 9:48 AM
To: Kelsey Sikkink; Jeff Ramaker; Phuy Vorng Chi; Kendra Lunt; Kainoa Gathje
Cc: Mike Schumacher; Alfonso Cerda; Lisa Campbell; Sara Nierman; Brad Wiechmann; Isabel Cardenas
Subject: RE: Approved Transfer - Yee Her

Hi Kelsey,

We can start training Yee Her as a seasonal employee and switch to a permanent QA position once seasonal is done, pending performance.

Thanks,
Karin

From: Kelsey Sikkink [mailto:Kelsey@corpmgmtgroup.com]
Sent: Thursday, December 19, 2019 11:37 AM
To: Jeff Ramaker; Phuy Vorng Chi; Kendra Lunt; Kainoa Gathje; Karin Grzanek
Cc: Mike Schumacher; Alfonso Cerda; Lisa Campbell; Sara Nierman; Brad Wiechmann; Isabel Cardenas
Subject: RE: Approved Transfer - Yee Her

Hi,
Yee Her came to the CMG office today to sign his transfer but would like to remain at his seasonal wage of \$15.00 and work in the QA dept. Once seasonal is done he would reduce his wage to \$13.00 and become a permanent employee.

Would you approve this please?

Thank you,

Kelsey Sikkink
CMG Client Services Manager
507.923.0366 Direct

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