



Transfer Request

Employee Name: Achalla Othow

Effective Date: 8/29/2022

Current Shift/Dept.: 1st Shift North

Shift Requesting: 2nd Shift North

Reason: Back to school schedule change

Employee Signature: _____

Office Use Only

Attendance: Great

Work Performance: 4.6 on 2/9/2021

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: 15.00 New Wage: NA

Hire Date: 10/4/2021

09/2011

HR Initials *go*