



Transfer Request

Employee Name: Abdikadir Jama

Date: 9/10/18

Current Shift/Dept.: 2nd South

Shift Requesting: 1st South

Reason: He needs to watch his children during the evening

Date of Requested Transfer: 10/15/18

Office Use Only Good

Attendance: _____

Work Performance: PR not done 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: 7/25/18

09/2011

HR Initials *[Signature]*