



Transfer Request

Employee Name: Achala Cham

Date: 12/18/2018

Current Shift/Dept.: 2nd North Seasonal Production

Shift Requesting: 3rd North Sanitation

Reason: Opening

Date of Requested Transfer: 12-27-18

Office Use Only

Attendance: Good

Work Performance: N/A

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: \$14.00 New Wage: \$17.00 + 2⁰⁰ Shift diff.

Hire Date: 10/10/2018

HR Initials *u*