



Transfer Request

Employee Name: Siv Choun

Date: 10/12/2020

Current Shift/Dept.: 2nd North Perm

Shift Requesting: 2nd South

Reason: Daycare/family Issues

Employee Signature: _____

Office Use Only

Attendance: Good

Work Performance: 10/3/2019 (score 4.75)

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: M. Muhammad

Work Restrictions: N/A

Current Wage: \$13.00 New Wage: \$10

Hire Date: 10/1/2014

09/2011

HR Initials _____