



Transfer Request

Employee Name: Siv Choun

Effective Date: 7/27/2020

Current Shift/Dept.: 1st South Production

Shift Requesting: 2nd North Production (knows she will stay permanent)

Reason: More hours, help her daughter with daycare

Employee Signature: _____

Office Use Only

Attendance: Great

Work Performance: 10/3/19 (4.75)

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: MS Dumache

Work Restrictions: N/A

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

Hire Date: 10/1/2014

09/2011

HR Initials W