



## Transfer Request

Employee Name: Chantry Long

Date: 11/30/16

Current Shift/Dept.: 2<sup>nd</sup> South

Shift Requesting: 2<sup>nd</sup> North

Reason: Wants more hours

Date of Requested Transfer: 12/19/16

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Office Use Only

Attendance: Currently at a Written

Work Performance: PR on 2/4/16 score 4.86

Available Opening: Yes

CMG Approval: Kelsey A Sikkink

Department Manager Approval: [Signature]

Work Restrictions: N/A

Current Wage: 11.36 New Wage: NA

Hire Date: 1/31/12

09/2011

HR Initials

[Signature]