



Transfer Request

Employee Name: Chhom Ponn

Date: 12/29/16

Current Shift/Dept.: 2nd North

Shift Requesting: 1st North

Reason: take care of grand kids

Date of Requested Transfer: 1/20/17

Office Use Only

Attendance: Great

Work Performance: PR on 8/15/16 score 4.57

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: [Signature]

Work Restrictions: N/A

Current Wage: 12.73 New Wage: NK

Hire Date: 8/9/12

09/2011

HR Initials LE