



Transfer Request

Employee Name: Dalinna Kheng

Date: 5/14/2018

Current Shift/Dept.: 1st South

Shift Requesting: 2nd South

Reason: Daycare Issues

Date of Requested Transfer: 5/28/18

Office Use Only

Attendance: Great

Work Performance: N/A

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: M Schumack

Work Restrictions: N/A

Current Wage: \$10.00 New Wage: NA

Hire Date: 4/14/2018

HR Initials ll