



Transfer Request

Employee Name: Didummo Omot

Date: 10/9/2017

Current Shift/Dept.: ~~2nd Shift~~ 1st

Shift Requesting: ~~1st Shift~~ 2nd

Reason: Kids school, need to give rides

Date of Requested Transfer: 11/01/17

Office Use Only

Attendance: Great

Work Performance: No PR done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: 10.00 New Wage: NA

Hire Date: 9/5/17

09/2011

HR Initials *[Signature]*