



Transfer Request

Employee Name: Gutama Jarso

Date: 6/7/13

Current Shift/Dept.: H-2nd

Shift Requesting: 2nd shift South plant

Reason: School schedule + transportation issues

Date of Requested Transfer: 7/15/13

Office Use Only

Attendance: _____

Work Performance: _____

Available Opening: _____

CMG Approval: _____

Operations Manager Approval: _____

Work Restrictions: _____