



Transfer Request

Employee Name: Hawo Ahmed

Date: 10/25/2018

Current Shift/Dept.: 2nd South (seasonal)

Shift Requesting: 2nd North (seasonal)

Reason: seasonal work ended at South

Date of Requested Transfer: 11/30/18 or sooner if a replacement is found and stays for 2 weeks or longer

Office Use Only

Attendance: Great

Work Performance: N/A

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: \$12.00 New Wage: \$14⁰⁰

Hire Date: 8/27/2018

09/2011

HR Initials *[Signature]*