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# Transfer Request

Employee Name: Hodan Adan

Date: 6/21/2018

Current Shift/Dept.: 2<sup>nd</sup> South

Shift Requesting: 1<sup>st</sup> South

Reason: Daycare Issues

Date of Requested Transfer: 6/25/18

Office Use Only

Attendance: Great

Work Performance: EPR on 1/8/18 (4.75)

Available Opening: \_\_\_\_\_

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: \$11.75 New Wage: NA

Hire Date: 1/11/2016

HR Initials W