



Transfer Request

Employee Name: Jane Kongsavanh

Date: 5/13/16

Current Shift/Dept.: 1st MV1

Shift Requesting: 1st QA

Reason: _____

Date of Requested Transfer: _____

Office Use Only

Attendance: Great

Work Performance: PR on 1/11/16 score 4.42

Available Opening: Yes

CMG Approval: *Kelsey Sikkink*

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: 13.63 New Wage: _____

Hire Date: 1/8/13