



Transfer Request

Employee Name: Johnny Ngo

Date: 10/29/2018

Current Shift/Dept.: 2nd North Seasonal

Shift Requesting: 1st North Seasonal

Reason: Need 1st Shift

Date of Requested Transfer: 11/05/18

Office Use Only

Attendance: Good

Work Performance: N/A

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: \$14.00 New Wage: NA

Hire Date: 10/23/2018

HR Initials *[Signature]*