



Transfer Request

Employee Name: Justin Long

Date: 3/1/17

Current Shift/Dept.: 1st Op Checker

Shift Requesting: 1st QA

Reason: Available Opening

Date of Requested Transfer: 3-20-17

Office Use Only

Attendance: Great

Work Performance: PR on 10/24/17 score 4.71

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: *Melvin... / Hendra...*

Work Restrictions: N/A

Current Wage: 12.16 New Wage: \$13.00/hr.

Hire Date: 10/17/2013

09/2011

HR Initials

[Handwritten Signature]