



Transfer Request

Employee Name: Khoundy Kong

Date: 8/17/16

Current Shift/Dept.: 2Nd North

Shift Requesting: 2Nd North QA

Reason: Available opening

Date of Requested Transfer: 8-23-16

Office Use Only

Attendance: Called in once

Work Performance: No Performance Review

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: M. Schmaier Kendra Hunt

Work Restrictions: N/A

Current Wage: 10.00 New Wage: 12.00/hr.

Hire Date: 8/1/16

09/2011

HR Initials W