



Transfer Request

Employee Name: Kifle Ketema

Date: 12/29/16

Current Shift/Dept.: 2nd North

Shift Requesting: 3rd Sanitation

Reason: Available Opening

Date of Requested Transfer: 1/03/17

Office Use Only

Attendance: Great

Work Performance: PR on 11/28/16 score 4.57

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: M Schenck

Work Restrictions: N/A

Current Wage: 12.00 New Wage: \$13.00 + \$2.00 shift dif.

Hire Date: 8/22/16

09/2011

HR Initials

JS