



Transfer Request

Employee Name: Kowsar Adan

Date: 5/21/2018

Current Shift/Dept.: 2nd South

Shift Requesting: 1st South

Reason: Transportation Issues

Date of Requested Transfer: 5/29/18

Office Use Only

Attendance: Great

Work Performance: EPR on 8/14/2018 (4.5)

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: \$12.50 New Wage: NA

Hire Date: 8/7/2012

09/2011

HR Initials *[Signature]*