



Transfer Request

Employee Name: Kyle Murphy

Effective Date: 11/2/20

Current Shift/Dept.: 1st TS

Shift Requesting: 1st South

Reason: Attendance

Employee Signature: 

Office Use Only

Attendance: Needs Improvement

Work Performance: PR not done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: _____

Work Restrictions: N/A

Current Wage: \$14 New Wage: \$12

Hire Date: 9/14/20



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09/2011

HR Initials

JS