

9/20



Transfer Request

Employee Name: Mohamed Aldarrat

Effective Date: 9/16/19

Current Shift/Dept.: 2nd North Production – seasonal

Shift Requesting: 2nd North QA

Reason: Opening

Employee Signature: *[Handwritten Signature]*

Office Use Only

Attendance: Great

Work Performance: Not done yet

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Handwritten Signatures]*

Work Restrictions: N/A

Current Wage: \$14.00 - seasonal New Wage: \$13/hr + benefits - Full time
new start date

Hire Date: 8/8/2019

HR Initials *[Handwritten Initials]*