



# Transfer Request

Employee Name: Nasra Serar

Effective Date: 3/30/2020

Current Shift/Dept.: 2<sup>nd</sup> South

Shift Requesting: 1<sup>st</sup> South

Reason: Daycare issues

Employee Signature: \_\_\_\_\_

Office Use Only

Attendance: Good

Work Performance: EPR on 2/3/20 4.75 90 day

Available Opening: yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: M. Schumacher

Work Restrictions: N/A

Current Wage: 10.00 New Wage: NA

Hire Date: 10/28/19

09/2011

HR Initials U

*signing this knowing  
that when this cover  
she will go back to 2nd  
Shift*