



Transfer Request

Employee Name: Ngeethu Othow

Effective Date: (would like ASAP) 11/11/19

Current Shift/Dept.: 2nd North Seasonal

Shift Requesting: 1st North Seasonal

Reason: Daycare Issues

Employee Signature: _____

Office Use Only

Attendance: Great

Work Performance: N/A

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: MSchumacher

Work Restrictions: N/A

Current Wage: \$15.00 New Wage: NA

Hire Date: 10/1/2019

09/2011

HR Initials W