



Transfer Request

Employee Name: Ratha Kong

Date: 8/10/16

Current Shift/Dept.: 2nd North

Shift Requesting: 1st North

Reason: Daycare Issues

Date of Requested Transfer: 8/15/16

Office Use Only

Attendance: 1 call in

Work Performance: No performance review yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: _____

Work Restrictions: N/A

Current Wage: \$12.00 New Wage: NA

Hire Date: 7/14/16

09/2011

HR Initials UC

Lisa Campbell

From: Jeff Ramaker
Sent: Wednesday, August 10, 2016 2:58 PM
To: Lisa Campbell
Subject: RE: Ratha Kong transfer
Attachments: image001.png

yes

Jeff Ramaker, Production Manager/Co-Packing

Phone: 507-289-7264
Fax: 507-289-6552

Reichel Foods, Inc.
3706 Enterprise Drive SW
Rochester, MN 55902
www.reichelfoods.com

From: Lisa Campbell
Sent: Wednesday, August 10, 2016 2:55 PM
To: Jeff Ramaker
Subject: FW: Ratha Kong transfer

Are you ok with this Transfer and date?

Lisa Campbell
Human Resource Generalist

Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 | www.reichelfoods.com

From: Alfonso Cerda
Sent: Wednesday, August 10, 2016 2:52 PM
To: Lisa Campbell
Cc: Mike Schumacher; Lori Taylor; Kelsey (Kelsey@corpmgmtgroup.com); Jeff Ramaker; Phuy Vorng Chi; Cham Ouk
Subject: RE: Ratha Kong transfer

Yes, with supvr, approval and if there is an opening.

From: Lisa Campbell
Sent: Wednesday, August 10, 2016 2:14 PM
To: Alfonso Cerda
Cc: Mike Schumacher; Lori Taylor; Kelsey (Kelsey@corpmgmtgroup.com); Jeff Ramaker; Phuy Vorng Chi; Cham Ouk
Subject: FW: Ratha Kong transfer

Hi Alfonso,
Could you approve this please in Mike's absence? Ratha has been calling in due to no daycare.

Lisa Campbell
Human Resource Generalist

From: Kelsey Sikkink [<mailto:Kelsey@corpmgmtgroup.com>]

Sent: Wednesday, August 10, 2016 2:04 PM

To: Mike Schumacher

Cc: Lisa Campbell; Lori Taylor; Isabel Cardenas; Jeff Ramaker; Phuy Vorng Chi; Cham Ouk

Subject: Ratha Kong transfer

Hi

Ratha Kong has submitted a transfer request due to daycare issues. She would like to move from 2nd North to 1st North.

Thank you,

Kelsey Sikkink

CMG Client Services Manager

507-923-0366

