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**Transfer Request**

Employee Name: Samira Ali

Date: 5/15/2017

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

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

Reason: Daycare Issues

Date of Requested Transfer: ASAP

Office Use Only

Attendance: Great

Work Performance: PR 5/1/17 Score 4.8

Available Opening: \_\_\_\_\_

CMG Approval: Kelsey Sikkink

Department Manager Approval: *M. Muhammad*

Work Restrictions: N/A

Current Wage: \$10.00 New Wage: NA

Hire Date: 1/30/2017

HR Initials \_\_\_\_\_