



## Transfer Request

Employee Name: Sanad Mikhael

Date: 12/6/17

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

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

Reason: Need more hours

Date of Requested Transfer: 12/18/17

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Office Use Only

Attendance: Great

Work Performance: PR on 10/2/17 score 4.875

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

CMG Approval: Kelsey Sikkink

Department Manager Approval: *MB Mikhael*

Work Restrictions: N/A

Current Wage: \$13.37 New Wage: NA

Hire Date: 10/1/10

09/2011

HR Initials *U*