



# Transfer Request

no openings  
KS 12/4

Employee Name: Sytha Giles

Date: 12/3/14

Current Shift/Dept.: 1<sup>st</sup> / Orics Co

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

Reason: take care of her niece

Date of Requested Transfer: ASAP

Office Use Only

Attendance: \_\_\_\_\_

Work Performance: \_\_\_\_\_

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

CMG Approval: \_\_\_\_\_

Operations Manager Approval: \_\_\_\_\_

Work Restrictions: \_\_\_\_\_

Current Wage: \_\_\_\_\_ New Wage: \_\_\_\_\_

Hire Date: \_\_\_\_\_