



Transfer Request

Employee Name: Hibo Hassan

Effective Date: 8/17/2020

Current Shift/Dept.: 2nd South

Shift Requesting: 3rd Sanitation

Reason: Available Opening

Employee Signature: _____

Office Use Only

Attendance: Great

Work Performance: PR not done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: M. Schumacher

Work Restrictions: N/A

Current Wage: \$10.00 New Wage: \$13⁰⁰ + \$2⁰⁰ shift dir.

Hire Date: 6/2/20

HR Initials W