



Transfer Request

10/5

Employee Name: Thelma Winch

Date: 9/28/12

Current Shift/Dept.: 1st shift / Orics 6

Shift Requesting: 2nd shift

Reason: more convenient / will perform better in second shift

Date of Requested Transfer: ASAP

Office Use Only

Attendance: Good

Work Performance: PR on 2/20/12 score 3.7

Available Opening: yes

CMG Approval: Kelsey Adickert

Operations Manager Approval: _____

Work Restrictions: none