



# Transfer Request

Employee Name: Saroeung Soeun

Effective Date: 12/23/19

Current Shift/Dept.: 2<sup>nd</sup> North Seasonal

Shift Requesting: 2<sup>nd</sup> North QA Permanent

Reason: Opening

Employee Signature: [Handwritten Signature]

Office Use Only

Attendance: Great

Work Performance: N/A

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

CMG Approval: Kelsey Sikkink

Department Manager Approval: [Handwritten Signature] [Handwritten Signature]

Work Restrictions: N/A

Current Wage: \$15.00 New Wage: \$13.00 W/ Benefits

Hire Date: 10/28/2019

09/2011

HR Initials W

\* wage = HD changed on 12/24 for PR 12/29  
\* email sent to sups. on 12/20 (wanted)  
\* email sent for benefits on 12/21/19