

Suspected Pay Discrepancy Form

If you believe that you have an error on your paycheck, PLEASE RECORD IN DETAIL what you think the error may be.

Return this form to our front office and it will be forwarded to the payroll department for review. Once reviewed, and everything corresponds with your discrepancy, we will add the corrections to your next paycheck.

Thank you for your patience and assistance.

Name: _____

Home Telephone#: _____ Job Location: _____

Did you turn in a time sheet? Yes _____ No _____

Hours Information:

Hours you were paid for: _____

Hours you think you should have been paid for: _____

Rate Information:

Pay rate you WERE paid for: _____

The correct rate you should have been paid for: _____

Details of the problem:

Attach a copy of your time sheet or pay stub with this discrepancy form. _____