

**EMPLOYEE PAYROLL INQUIRY SHEET**

**EFFECTIVE 04-06-93**

Employee Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Dept. #: \_\_\_\_\_ Emp. #: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

<input type="checkbox"/> Mail Check <input type="checkbox"/> Will Pick Up Check <input type="checkbox"/> Hold Check
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- Did not receive check
- Wrong Name
- Wrong Address
- Wrong Deductions
- Wrong Rate of Pay
- Overpayment Received
- Wrong Number of Hours (Regular)
- Please Explain My Paycheck
- Wrong Number of Overtime Hours
- Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SUPERVISOR REVIEW AND COMMENTS**

Agree: action requested: \_\_\_\_\_

Disagree: explanation/comments: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO Wendy Berk, Payroll Department**

**RESPONSE DATE DUE TO PAYROLL: \_\_\_\_\_**