

PAY QUERY

Complete the following details related to your query and send to payroll Stefan.

Name: _____ Position/Role: _____

	<u>Date</u>	<u>Shift Times</u>	<u>Total Amount of Hours worked</u>	<u>Reasoning for Query</u>
<u>Mon</u>				
<u>Tues</u>				
<u>Wed</u>				
<u>Thur</u>				
<u>Fri</u>				
<u>Sat</u>				
<u>Sun</u>				
<u>Mon</u>				
<u>Tues</u>				
<u>Wed</u>				
<u>Thur</u>				
<u>Fri</u>				
<u>Sat</u>				
<u>Sun</u>				
<u>Other</u>				

Please attach a copy of your previous pay slips and other relevant information.

OFFICE USE ONLY:

Date Received: _____

Result of Query:

Signature of Pay Officer: _____ Date: _____