

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: _____