

Payroll Discrepancy Form

Work Site: _____ Date: _____

Employee Name: _____ Employee ID: _____

Date of Incorrect Paycheck(s): _____

Detailed Explanation (MUST INCLUDE DATES, HOURS, AMOUNTS)

SUPERVISOR: Send this completed form with Employees timesheet(s)/ pay stub for the period listed above.

Employee Signature: _____

Supervisor Signature: _____
(required)

Payroll Department Use:	WK1	WK2	Correction: _____
Hours Paid	_____	_____	_____
Hours Worked	_____	_____	_____
Other	_____		
Other	_____		

Date Paid: _____
P/R Initials: _____

Example:

“Missing 5 hours on pay stub for 8/15 pay check. Submitted on August 5th”

“Missing 8 hours of vacation pay. Submitted payout/vacation request on February 15th”

-OR-

“Pay increase effective 7/21/18 but still not showing on last 2 pay checks”

“Having Detroit taxes taken out when I do not work or live in Detroit. Total amount \$123.45”