

Employee's Name: \_\_\_\_\_ Date: / /

**Discrepancy Details**

Pay Period: / / Beginning / / Ending Check Date: / /

**Explain Discrepancy Below:**

|   |
|---|
| <i>(i.e., I requested 16 hours vacation for 1/16 -1/17 and was only paid for 8 vacation hours...)</i> |
|   |
|   |
|   |
|   |
|   |
|   |
|   |

Employee's Signature: \_\_\_\_\_

*This form along with a copy of the paystub that reflects the discrepancy must be submitted to the Program Coordinator for review. DO NOT SUBMIT OR REPORT DIRECTLY TO THE ACCOUNTING OFFICE. Please allow 24 hours from the time of submission for a response (next business day if submitted on a Friday). Any adjustments will be included on the next Payroll Check unless otherwise noted.*

**ADMINISTRATIVE USE ONLY**

To: **The Employee Above**  
From: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/\_\_\_  
Re: **Payroll Discrepancy**  
Cc: **Accounting Department**

Adjustments Needed:  YES  NO **\*\*Justify Findings Below\*\***

|   |
|---|
| <i>i.e., Ms. Doe is owed 8 Vacation hours from the pay period....attached are... or... you were not paid because...</i> |
|   |
|   |
|   |
|   |

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Director of Residential Services' Signature Date

**Attachments: Corresponding Time Sheet & Pay Stub**