



## PAYROLL ISSUE REQUEST QUESTIONNAIRE

If you believe that your Payroll is different than what is being reported with your paycheck, please complete this questionnaire with a copy of your documentation. Forward it to: Department of Human Resources/Time & Attendance Division. Attention: Terri Harnegie, 2079 East 9<sup>th</sup> Street, 7<sup>th</sup> Floor, Cleveland OH 44115. Or Fax to: (216) 698-2307.

Dept. Name: \_\_\_\_\_

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

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Date discrepancy began: \_\_\_\_\_

Inquiring about:

Info as reported:

Information that I feel is incorrect:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach supportive documentation, pay stub and expect an answer within one week. Thank you.