

PAYROLL QUERIES FORM

Name:	Employee Ref:
Address:	
Telephone No:	Date:

What does your payroll query relate to: (Please tick)

Missing Holiday:	Missing Hours:	Other:
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Missing Holiday

Dates of Missing Holiday:

Missing Hours - Please list hours worked (1 form per week ending of missing hours)

Client Worked For	Department/Shift	Hours Worked	Week Ending
		Monday:	
		Tuesday:	
		Wednesday:	
		Thursday:	
		Friday:	
		Saturday:	
		Sunday:	

Important: For LF Beauty Queries to speed up your query, we also require the Line Number worked, if known your Line Leaders Name and your CLOCK CARD Number - Please add this under Department above.

Total Hours Worked:
Total Missing Hours:

Other Query

Details of Other Query:

For Office Use Only

Action Taken:	
Time Spent to Resolve Query:	
Date Query Resolved:	Resolved By: