

PAYROLL QUERIES FORM

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

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

| | | |
|------------------|----------------|--------|
| Missing Holiday: | Missing Hours: | Other: |
|------------------|----------------|--------|

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.

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|----------------------|
| Total Hours Worked: |
| Total Missing Hours: |

Other Query

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|-------------------------|
| Details of Other Query: |
|-------------------------|

For Office Use Only

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