



Date Received in Office:

Initialled:

### 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:
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**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: Please add line number, line leader's name and your CLOCK CARD number (if applicable). This will help us to help you.**

Total Hours Worked:
Total Missing Hours:

**Other Query**

Details of Other Query:
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**For Office Use Only**

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