SMOKIN' BEAR

Payroll Discrepancy Form

You must turn in this form if you have any questions or issues regarding hours worked, hours paid, pay rates, or any other payroll related issues. Please be as specific as possible and provide all necessary documents, i.e. Aloha printouts, copy of employee's check, etc., to expedite the process. Please allow 48 hour turn-around for a response. Thank you.

Employee Name (please print clearly): _____

How would the employee like to be contacted once the discrepancy has been resolved: (check one)

Manager ☐ **Email** ☐ _____

Phone ☐ _____

What is the pay date on the check with the discrepancy? :_____

Please explain the situation in detail:

_____

_____

_____

_____

_____ _____

Manager Signature **Date**

HR/Payroll Response:

_____

_____

_____

_____

_____ _____

HR/Payroll Signature **Date**

_____ _____

Approved By **Date**

You must email this form to payroll@missionyogurt.com