

REQUEST FOR PAYROLL INFORMATION

To request information concerning payroll issues:

- (1) Complete this form.
- (2) Specify the time frame (dates) applicable to the information requested.
- (3) Provide a phone number where you can be contacted during normal business hours.
- (4) Send the completed form to the Payroll department.

Payroll will reply to all requests in a timely manner immediately following completion of each biweekly payroll.

If you have questions concerning this form please call the Payroll department at 321 / 953-6276.

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YOUR NAME: _____ **YOUR I.D.#:** _____

DATE: _____ **PHONE #:** _____

Please identify the information requested:

Please provide specific dates/time periods to be researched:

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If you are requesting information on another employee, you must provide the following:

NAME: _____ **I.D. #:** _____

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Where would you like Payroll to send the requested information?

Forward information requested to: _____
(If interoffice please specify your department) _____

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* for payroll use only **

Date received by Payroll: _____

Research completed by: _____ **Phone #:** _____

Date reply sent to requestor: _____

Payroll: Send copy of this form with copies of any requested information and/or Payroll's reply attached. Keep original request and attach working copies. Place in payroll request information file.