



Payroll Issue Form

Today's Date _____

Print Name: _____ Email address: _____

Address: _____ Phone: _____

Apt #, City, State, Zip _____ Last 4 Digits of SSN: _____

Day Worked: <i>(Circle One)</i>	Date Worked	Unit/Dept	Shift Worked: <i>(Circle One)</i>	Office Use Only	
				K Swipe	Sign In Sheet
Sunday	_____	_____	(7a-7p) (7p-7a) (7a-3p) (3p-11p) (11p-7a)		
Monday	_____	_____	(7a-7p) (7p-7a) (7a-3p) (3p-11p) (11p-7a)		
Tuesday	_____	_____	(7a-7p) (7p-7a) (7a-3p) (3p-11p) (11p-7a)		
Wednesday	_____	_____	(7a-7p) (7p-7a) (7a-3p) (3p-11p) (11p-7a)		
Thursday	_____	_____	(7a-7p) (7p-7a) (7a-3p) (3p-11p) (11p-7a)		
Friday	_____	_____	(7a-7p) (7p-7a) (7a-3p) (3p-11p) (11p-7a)		
Saturday	_____	_____	(7a-7p) (7p-7a) (7a-3p) (3p-11p) (11p-7a)		

- No Lunch
- Missing Shift/Not on Paycheck
- Pay check not received
- Orientation Pay Missing
- Missing Vacation/Sick Day
- Badge Swiped
- Miss Punch Form Done
- Hours Missing: _____

**** Staffing Office Reconciliation Initial & Date Here:** _____

1. Do the dates in question fall within the payroll period? _____

2. Was the check mailed, picked up or directposit? _____

3. Is there a Kronos swipe for the day in question? If yes what was time in/out? _____

Official Payroll Reconciliation Only Date received: _____

Week 1 Payroll Period _____ **Week 2** _____

Hours Missing _____ **Hours Missing** _____

1 _____ **1** _____

2 _____ **2** _____

Resolution: _____

Sent to: _____ **Date Sent:** _____

Corrected By: _____ **Emailed to:** _____