

# PAYROLL PROBLEM SHEET

Name: \_\_\_\_\_

PN: \_\_\_\_\_

Today's Date: \_\_\_\_\_

School # or  
Department #: \_\_\_\_\_

Type of Employee:  
(Para, Teacher, UOPD, Exempt,  
Other) \_\_\_\_\_

## Contact Information

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Check Date: \_\_\_\_\_ Pay Period: \_\_\_\_\_

Payroll Problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Fax to Payroll: (904) 390-2188 or 390-2680

Payroll problems will be handled on a "first come - first served" basis. Payroll will make every effort to resolve problems within 24 hours.

## PAYROLL USE ONLY:

Resolution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payroll Technician: \_\_\_\_\_ Date: \_\_\_\_\_