



PAYROLL DISCREPANCY REPORT	Tfor039	Revision 5/12/10
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Employee Information

Last Name: _____ First Name: _____ Employee #: _____

Site Assignment: _____

Bill Code: _____ Hourly Pay: _____

Discrepancy Information

Underpaid Regular Hours:	Overpaid Regular Hours:
Underpaid Overtime Hours:	Overpaid Overtime Hours:
Underpaid Holiday Hours:	Overpaid Holiday Hours:
Underpaid Training Hours:	Overpaid Training Hours:

Pay Period Information

In detail list what the discrepancy is (include the dates, times, and what the error was):

Reason For Discrepancy

Time Not Put On Time card:		
Time Not Put On Site Time Sheet:		
Time Was On Time Card & Time Sheet, But Did Not Get Paid:		

Explanation: _____

Site Manager's Verification

Rank: _____ **Last Name:** _____ **First Name:** _____

Signature: _____ **Date:** _____ **Time:** _____

Corporate Verification

Corporate Manager

Signature: _____ **Date:** _____ **Time:** _____