



Request for Pay Correction

City and Borough of Wrangell

Please print or type:

Name		Employee ID	
Period ending	Pay problem:	Pay shortage Benefit deduction error	Overpayment Other
Explain pay problem: <i>Be as specific as possible, include earnings or benefit item in question & correction you believe is needed.</i>			
Remedy desired: <input type="checkbox"/> Apply adjustment(s) to next regular payroll (For shortages, you will see a Retro earnings item for the amount of gross pay shortage on next pay stub.) <input type="checkbox"/> Issue check for additional net pay as soon as feasible (As above, you will see a Retro for gross pay shortage added on next pay stub, but also a corresponding reduction to net pay ("DrawRepay") because the net amount owed was paid separately, prior to the payroll.)			
Employee signature	Date submitted	Time submitted	
Supervisor signature	Date submitted	Time submitted	

Attach any additional documentation as may be necessary to verify pay issue or substantiate your request. Scan/e-mail signed, completed forms To: amollen@wrangell.com and Cc: lburgess@wrangell.com. Include in Subject "Notice of Pay Problem," name of employee affected, and month in which it occurred. Signed forms may also be submitted in person at City Hall.

Finance Staff Use Only

- ☐ No error, response/explanation provided.
- ☐ Error confirmed as described above, requested remedy approved.
- ☐ Error confirmed, except as specified below, requested remedy approved.
- ☐ Other action taken, as follows:

Payroll Services Response Date:

Time:

Staff
Initials: