



PAYROLL CORRECTION REQUEST FORM

CORPORATE OFFICE
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Remember: Every week starts at midnight on Thursday night/Friday morning.

PLEASE PROVIDE A DESCRIPTION OF ANY ERROR(S) YOU BELIEVE HAVE OCCURRED REGARDING YOUR PAY.
BE AS DESCRIPTIVE AS POSSIBLE AND USE THE REFERENCE TABLES BELOW IF NEEDED.

DETAILS:

AMOUNT OWED (\$):

HOURS SHORT:

PRINT NAME

SIGNATURE

DATE

Reference Pay Periods:

12/25/09-1/7/10	1/08/10-1/21/10	1/22/10-2/4/10	2/5/10-2/18/10	2/19/10-3/4/10	3/5/10-3/18/10
3/19/10-4/1/10	4/2/10-4/15/10	4/16/10-4/29/10	4/30/10-5/13/10	5/14/10-5/27/10	5/28/10-6/10/10
6/11/10-6/24/10	6/25/10-7/8/10	7/9/10-7/22/10	7/23/10-8/5/10	8/6/10-8/19/10	8/20/10-9/2/10
9/3/10-9/16/10	9/17/10-9/30/10	10/1/10-10/14/10	10/15/10-10/28/10	10/29/10-11/11/10	11/12/10-11/25/10
11/26/10-12/9/10	12/10/10-12/23/10				