



## SALARY QUERY

<b>EMPLOYEE NAME:</b>	
<b>EMPLOYEE NO:</b>	
<b>SITE &amp; SITE CODE:</b>	
<b>DATE:</b>	

**REASON FOR NON PAYMENT** (Tick Appropriate Box)

Document Submitted Late	<input type="checkbox"/>	Transferred Employee	<input type="checkbox"/>
Overtime Not Paid / Incorrect	<input type="checkbox"/>	Employee Returned from ML	<input type="checkbox"/>
Allowances Not Paid / Incorrect	<input type="checkbox"/>	Other: (Give Reason)	<input type="checkbox"/>
Basic Salary Not Paid / Incorrect	<input type="checkbox"/>		<input type="checkbox"/>

**SUPPORTING DOCUMENTATION SUBMITTED:**

Employee Bank Statement	<input type="checkbox"/>	Completed Salary Query	<input type="checkbox"/>
Payslip	<input type="checkbox"/>	New Personal Documents (ID, CONTRACT, BANK STATEMENT, TAX NUMBER, PROOF OF RESIDENCE)	<input type="checkbox"/>
Attendance Register	<input type="checkbox"/>	Overtime Authorization Forms	<input type="checkbox"/>

**PAY ADJUSTMENT REQUIRED**

DATE	HOURS / DESCRIPTION

**EMPLOYEE**

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**MANAGER / SUPERVISOR**

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