



HPAE 5094/5135/5089 RUTGERS PAYROLL ISSUE TRACKING FORM

Employees – if your paycheck(s) are/were incorrect, please complete, **SIGN**, and submit this form, along with your paystub, via fax to 201-262-4335, or email to it to your HPAE Staff Rep so we can have complete information to assist you in resolving your issue quickly.

FACILITY: _____

DATE(S) OF PAYCHECK(S) AFFECTED: _____

EMPLOYEE NAME: _____
Last First

EMPLOYEE ID: _____
(found on your paycheck)

JOB TITLE: _____

HPAE Local: 5094 5135 5089

EMPLOYEE EMAIL: _____ WORK PHONE: _____ CELL PHONE: _____

NATURE OF ISSUE: No Paycheck At All Received Reduced Amount Missing Shift Diff. Missing Overtime
(Please check all that apply) Missing Regular Hours Other: _____

HELP DESK HOTLINE (848-932-3888) TICKET NUMBER: _____

PLEASE LIST OTHER PEOPLE YOU HAVE CONTACTED ABOUT THE ISSUE:

Name of Person	Their position at Rutgers	Date Notified	Type of Contact (phone/email)	Their email	Their phone #

IS YOUR ISSUE NOW RESOLVED? Yes No If resolved, date resolved: _____

PLEASE USE THE FOLLOWING SECTION FOR ANY OTHER INFORMATION YOU WOULD LIKE US TO KNOW:

Employee Signature

Date

Union Staff Received/Reviewed

Date