

# Huron City Schools

## Payroll Issues Checklist of Required Items

If you have an issue with your pay; please follow this checklist for timely and accurate resolution.

- Contact the Treasurer's Office (Cindy Thompson) through e-mail XXXX, mail XXXX, or by fax at 419 XXX-XXXX. The Treasurer's office must receive a written description of the issue.
- Written statement must include the employee's name and social security number (or employee id number?).
- A note or letter from the employee explaining the problem, and identifying appropriate items in question on the pay stub.
- Copy of time card or pay stub if possible
- Any other pertinent information that will assist in expediting resolution of the issue.

Once you have all of the above information, send it to the Treasurer's Office as shown above.

Note: Requests containing incomplete information will not be processed.