PAYROLL RESOLUTION FORM
Payroll Department
3201 Arch St., 4th Floor, Suite 402
Phone: 215-895-2885
Fax: 215-895-1615 or 215-895-1753

RETURN TO PAYROLL FOR PROCESSING

Employee of ☐ **Drexel University**
☐ **Drexel University College of Medicine**

Employee Information

Last Name		
First Name		Middle Initial
Employee ID Number	Home Organization Number/Description	
	Position Number	

Problem Summary

Description of Problem/Question:		
Supervisor or Time Keeper Information		
Print Name	Signature	Date
Phone	E-mail Address	

Resolution: Payroll Use Only

Date Request Received	Time Request Received
Above information was taken by:	
Appropriate Person Contacted (and Date)	Appropriate Person Contacted (include Time)
Problem resolved by whom?	
Resolution of Problem	

Payroll Resolution Form

The Payroll Resolution Form is used to communicate a problem or correction needed to an employee's pay records. It is prepared by the employee's supervisor and sent to the Payroll Department. Questions regarding the use of this form should be directed to the Payroll Office at extension 2885.

Procedures to Prepare the Payroll Resolution Form

Employee Information - The supervisor completes the information identifying the employee with a payroll question or issue to be resolved.

Problem Summary - The supervisor completes this section describing the issue or problem that needs to be addressed. The supervisor signs the form and completes the contact information for Payroll's response.

Resolution: Payroll Use Only - The Payroll Department completes this section and retains the Payroll Resolution Form indicating the particulars of the resolution to the issue. The resolution or answer is communicated to the supervisor, generally by telephone.

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