

HOW TO FILE A P.F.T. PAYROLL INQUIRY

The purpose of the P.F.T. Payroll Inquiry Form is to provide information and documentation regarding payroll claims.

This form may be obtained from the Building Representatives, PFT Staff Representatives, or by contacting the P.F.T. office at 440 N. Broad Street.

In completing the payroll inquiry, all information should be stated completely and precisely. Do not editorialize your inquiry. This is time consuming and counter-productive. The inquiry should be forwarded by the member with claim. The Payroll Department will not process claims submitted by spouses, parents, or friends of a member. Make sure the inquiry is accompanied by the documentation that substantiates the claim. Remember, the end result of a payroll transaction depends on the information Payroll received from school/offices and personnel transactions from the Personnel Office. When there is a dispute between Board records and your claim, the burden of proof falls on the claimant. All documentation should be copies and not originals.

When the form has been completed and all the documentation has been compiled, send the information directly to the P.F.T. Staff Office at 440 N. Broad Street. When your inquiry arrives, all information is copied and recorded on a tracking form at the 440 N. Broad Street Office. You may call 561-2113 or 567-2897 to verify when the form was received, when it was sent to Payroll, and whether it has been answered.

To facilitate the processing of your inquiry, no more than one form should be sent. All follow-up calls regarding the claim should be directed to the Staff at the Office of Human Resources. Further, all inquiries involving evening school, summer school, e.c. activities, should be fielded to Payroll – via the project administrator.

It is important to realize that the primary function of the Payroll Department is to issue checks. This Department receives 200-300 requests and inquiries a day. There is a mandated schedule to accomplish this phase of payroll, and to be fair, inquiries assigned to be completed on a specific day are taken in chronological order of date received. Immediate action is taken on all inquiries for the given pay period for which employee failed to be paid.

In Section III, you will find an explanation of some of the procedures which must be followed to get payroll claims resolved. It is essential that a claimant acts immediately when an error is suspected; that the initial contact with P.F.T. is made through the office at 440 N. Broad Street, and copies all documentation are presented with the inquiry.

P.F.T. PAYROLL/PERSONNEL INQUIRY FORM
JERRY T. JORDAN, PRESIDENT

TO: _____ DATE: _____
(LEAVE BLANK)

FROM: SHARON CHAMBERS

LAST NAME: _____ FIRST: _____ MI: _____

EID: _____ ADDRESS (HOME): _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ FAX #: _____ WORK PHONE: _____

WORK LOCATION: _____ CLUSTER: _____ POSITION: _____

PROBLEM (CHECK OFF) :

- | | |
|--|---|
| <input type="checkbox"/> STAFF DEVELOPMENT PAY | <input type="checkbox"/> SENIORITY DATE CHECK |
| <input type="checkbox"/> EXTRA CURRICULAR PAY | <input type="checkbox"/> PRIOR EXPERIENCE |
| <input type="checkbox"/> INCORRECT SALARY | <input type="checkbox"/> LTS RETRO PAY |
| <input type="checkbox"/> INCREMENT DUE | <input type="checkbox"/> HEALTH INSURANCE |
| <input type="checkbox"/> TERMINATION PAY | <input type="checkbox"/> CODE CHANGE |
| <input type="checkbox"/> PERSONAL ILLNESS/ LEAVE BANK ADJUSTMENT | <input type="checkbox"/> OTHER |

1. PLEASE STATE YOUR PROBLEM CLEARLY AND CONCISELY AND ATTACH COPIES OF ANY SUPPORTING DOCUMENTS.

2. WHAT ACTIONS HAVE YOU TAKEN PRIOR TO COMPLETING THIS FORM?
