



University of Pittsburgh

PAYROLL DEPARTMENT SERVICE REQUEST

The purpose of this service request is to provide a systemized procedure for bringing payroll problems to the attention of the Payroll Department. These problems will be investigated and the individual submitting the request will be notified of the results.

This form can be used for requesting the issuance of handwritten checks due to departmental error in completing the required payroll forms or failure to meet the published cutoff dates. Consideration will be given to approve such a request provided a written explanation of the reason for the request, signed by the appropriate Dean, Director or Department Chair, is submitted with the required payroll forms.

Service Requests must have all required signatures including Faculty Records, Human Resources and Student Placements before delivery to the Payroll Department, 200 S. Craig Street, 207P Craig Hall.

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REQUEST CONCERNING:

SUBMITTED BY:

NAME

NAME

SOCIAL SECURITY NUMBER

TITLE

DATE OF PAYCHECK

CAMPUS ADDRESS

DEPARTMENT

CAMPUS PHONE

TYPE OF PROBLEM AND EXPLANATION: (Attach a photocopy of the Employee Record (E.R.) and other payroll related forms initially submitted for Payroll processing)

ACCOUNT NUMBER FOR SERVICE FEE

SIGNATURE

FOR PAYROLL/TAX DEPARTMENT USE ONLY
Approved By: _____
Date: _____

DATE