Anniston City Schools

Payroll Change/Review Request

If you have any payroll history that you would like to be reviewed, please fill out the information below. Leave a detailed report of what you would like to be reviewed. Please allow a few days to be contacted with the requested information.

Name: _____

Social Security Number: _____ Employee Number: _____

School or Location: _____

Job Position or Title: _____

Phone Number/E-mail: _____

I would like the following changed/reviewed:

_____

_____

_____

_____

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_____

_____

I, _____, am requesting that the Payroll Department of Anniston City Schools review what I have listed in detail above, in my employee records. By signing below, I am acknowledging that I am responsible for requesting the above investigation and would like to be contacted at above phone number/E-mail with the updated findings.

_____ _____

Employee's Signature Date