



Orlando Exhibition Employees

PAYROLL PROBLEM: SHEPARD

TODAY'S DATE: ____/____/____

NAME: _____

SOCIAL SECURITY NUMBER: ____-____-____

PHONE NUMBER: (____) ____-____

DATES AND HOURS WORKED:

PLEASE EXPLAIN PAYROLL PROBLEM:

Please attach copies of your TIME CARDS, along with a copy of your PAY CHECK. Fax all problems to SHEPARD @ (407) 888-2301, or drop off at the SHEPARD OFFICE located at 603 Landstreet Road, Orlando, Florida. If a fax machine is not available to you, then bring completed documents to Local 835 office and we will fax them for you. All above information must be completed and included with the fax in order to process your payroll problem.