



# 1102.2.1f - Payroll Exception Sheet

Department Name \_\_\_\_\_ Dept. No. \_\_\_\_\_

Employee Name \_\_\_\_\_ Pay Group # \_\_\_\_\_

PID \_\_\_\_\_

**Explain Exception** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payroll Action** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name \_\_\_\_\_ Pay Group # \_\_\_\_\_

PID \_\_\_\_\_

**Explain Exception** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payroll Action** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name \_\_\_\_\_ Pay Group # \_\_\_\_\_

PID \_\_\_\_\_

**Explain Exception** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payroll Action** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preparer's Name \_\_\_\_\_

Preparer's Signature \_\_\_\_\_

Date Prepared \_\_\_\_\_ Pay Period Number \_\_\_\_\_

**If for Overpayment Purposes, HR Officer information is REQUIRED**

HR Officer Signature \_\_\_\_\_

HR Officer Name \_\_\_\_\_