

STUDENTS WITH PAYROLL PROBLEMS SHOULD:

- FIRST SPEAK WITH THEIR SUPERVISOR
- IF THE SUPERVISOR IS NOT ABLE TO RESOLVE THE PROBLEM, THE SUPERVISOR SHOULD CONTACT THE PAYROLL COORDINATOR
- IF THE PAYROLL COORDINATOR IS NOT ABLE TO RESOLVE THE PROBLEM, THE PAYROLL COORDINATOR SHOULD CONTACT THE STUDENT PAYROLL OFFICE.

STUDENTS AND SUPERVISORS SHOULD NOT CONTACT THE STUDENT PAYROLL OFFICE DIRECTLY.