

RE: Claim of Underpayment of Wages



I believe the wages paid to me on _____ (attach payslips) were incorrect and I request that this be reviewed as a matter of urgency. The basis for this claim is [tick one – use additional sheets if necessary]:

I worked hours that were rostered but have not been paid for:

Amount of hours claimed _____ When worked [if known] _____

I was available to work my rostered hours but was not able to do so for the following reason(s):

Date	Time	Client (s)
Details		
Amount of hours claimed		Who/when notified

An emergency (as detailed below) occurred and I had no option but to work beyond my roster

Date	Time	Client (s)
Details		
Amount of hours claimed		Who/when notified

Other reason:

Date	Time	Client (s)
Details		
Amount of hours claimed		Who/when notified

Support worker details

Employee name: _____ Employee Number: _____

Region: _____ Email address: _____ Phone number: _____

Signature: _____ Date: _____

Please return this form completed to:

Northland region northlandadmin@access.org.nz
Auckland region aucklandplacement@access.org.nz
Midlands region hamiltonplacement@access.org.nz
Hawkes Bay region hawkesbayadmin@access.org.nz
Mid Central region centraladmin@access.org.nz

Wellington region wellingtonadmin@access.org.nz
Nelson/Marlborough region nelsonadmin@access.org.nz
Canterbury region canterburyadmin@access.org.nz
Southern region region southernadmin@access.org.nz

For office use only

Received by _____ Date _____

Regional Manager Signature _____ Date _____

Action taken _____