

U.F.T. BROOKLYN OFFICE SALARY INQUIRY

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

PHONE NUMBERS: HOME ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

EIS/FILE # \_\_\_\_\_

DISTRICT \_\_\_\_\_

DATE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

REGION \_\_\_\_\_

BOROUGH \_\_\_\_\_

NATURE OF PROBLEM:

- Member Not Paid
- Member Paid Incorrect Amount
- Wrong Salary Step
- Salary Differential Problem
- Longevity Problem
- Other/Comment \_\_\_\_\_

DOCUMENTATION ATTACHED:

- Copies of stubs of all checks received
- Copies of Certificate of Salary Status/for Differential
- Effective date of leave, termination, final entitlement, etc.
- Approved personnel document, if required
- Attach dates of missing preps or prep receipts from school
- Longevity-Attach Personnel Employee Profile
- Other \_\_\_\_\_

DO NOT WRITE IN THIS COLUMN

STATUS (Check one): Appointment date: \_\_\_\_\_

- Appointed Teacher
- Appointed Other
- Regular Sub.
- Per Diem
- Para

If Substitute:

First Working day this School Year \_\_\_\_\_

RETURN THIS FORM TO: 325 ADAMS STREET, BROOKLYN, NY 11201

Examiner: \_\_\_\_\_

Date: \_\_\_\_\_