



## Payroll Adjustment Form

CMG makes every effort to correctly pay each of our employees. We rely solely on our client's timekeeping system and their managers to report the correct hours worked by each CMG employee. There are occasional paycheck errors. In an effort to correct this problem as quickly as possible, and to minimize any inconvenience to you; please choose **ONE** of the following options:

- \_\_\_\_\_ CMG Pay Card (available immediately)
- \_\_\_\_\_ A manual check, mailed via regular US mail
- \_\_\_\_\_ Add to your next regular paycheck

The amount issued to you regardless of the form you choose, will be the difference of what you were paid and what you should have been paid.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
On-site representative signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
On-site representative print name