EMAIL TEMPLATE FOR NET PAY VARIANCE (NP500)

Please use this template when submitting a PPC ticket for a Net Pay variance discrepancy. If the pay difference has been reviewed by the SPO Auditor and SPO Chief and is determined to be in error, the SPO should make necessary corrections to pay transactions to remedy the error, if possible. After making corrections, if PPC (MAS) action is still required, submit a Customer Care ticket to MAS via PPC Customer Care. The SPO shall attach supporting documentation to the PPC ticket, when applicable.

A Net pay variance ticket has been submitted, as follows:

1. Member rank and name:
2. Member EMPLID:
3. Name of pay item:
4. What is the pay variance from current and previous pay calendars:
5. Effective date(s) entered:
6. The date when the transaction was approved:
7. Name and EMPLID of the SPO Auditor:
8. Transaction details:
9. What action are you requesting PPC to take:​