



QNU payroll records request form

Submit this completed form to local Queensland Health payroll staff, not your NUM or line manager.

To Whom It May Concern,

I request to inspect and take copies of my rosters, and other time and wages records from/..../.... to/..../.....

I make this request under s 375 of the *Industrial Relations Act (Qld) 1991* and under Queensland Health Human Resource policy F3 (*Access to Employee Records*).

Name:.....

Person ID (also known as 'payroll number'):.....

Yours Sincerely,

This form is intended for use only if management has already refused to provide your records upon request. Once complete, return this form to your local Queensland Health payroll staff. Do not return it to the Queensland Nurses' Union.