

**WAGE CLAIM QUESTIONNAIRE**

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

**Employer against whom you may have a Claim:**

Employer Name: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Estimated # of Employees: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Pay rate: \_\_\_\_\_

Recordation Method (E.g. punch time card, turn in time sheets): \_\_\_\_\_

1. Do you have documents re information about your pay? (E.g., contract, pay stubs, notice of pay increase/decrease, etc.) \_\_\_\_\_

2. Reason for discharge/quit? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did you receive your final paycheck? If no, when are your paydays? \_\_\_\_\_  
\_\_\_\_\_

4. For what time period was the pay not properly paid? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How often did you work in excess of 40 hours a week during any time within the past 3 years for which you were not paid overtime? (Estimate # of hrs worked, but not paid overtime.) \_\_\_\_\_  
\_\_\_\_\_

6. What was your regular rate of pay during any time that you worked unpaid overtime? \_\_\_\_\_  
\_\_\_\_\_

7. What was the title(s) of your job at any time you worked unpaid overtime? \_\_\_\_\_  
\_\_\_\_\_

8. For all job title(s) you listed above, generally describe the nature and duties of that job. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe the extent of any supervisory responsibilities held during any of the time listed above.

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10. In the last 2 years, have you (check all that apply):

- Been paid at straight time (or less than time and a half) for overtime hours?  
[Example, you make \$10 per hour for all hours you work even if you work more than 40 hours in the week.]
- Worked off-the-clock either because you were told to or because you were expected to?
- Not been paid for overtime that you worked (maybe because the company said it wasn't approved in advance or the boss just doesn't pay it)?
- Been told you will get "Comp Time" instead of overtime?
- Been paid a bonus based on productivity, profits, company performance, or other productivity measures?
- Reported to work early or stayed late for meetings that were not counted in the hours you worked in a day?
- Traveled between job tasks or assignments in the day, but not been paid for the travel time between jobs or assignments?
- Had your salary or wages docked for any reason (i.e. discipline)?
- Had lunch breaks of less than 30 minutes, but not been paid for the lunch period?

11. Please choose the statement which best describes your job during the period when you were not paid overtime:

**Work Place:**

- Always worked at employer facility
- Most of the time outside the office
- I could work wherever I wanted
- Other (explain): \_\_\_\_\_

**Work Supervision:**

- I was closely supervised part of the time
- I was closely supervised all of the time
- I was rarely supervised
- Other (explain): \_\_\_\_\_

**Decision Making:**

- I could make major decisions without checking
- Sometimes I could make major decisions without checking
- All majors decisions had to be cleared by supervisor

**Work Hours:**

- I had set work hours which were monitored
- Work hours were set by me to get the job done
- Other (explain): \_\_\_\_\_

**Work Assignments:**

- I decided what to do, then did it
- I was provided with a rough assignment and it was up to me
- I was provided with details, and then it was up to me
- I was provided with details, then followed established procedure
- I did what was instructed
- Other (explain): \_\_\_\_\_

12. Additional information we should know regarding your claim? [E.g. Have you filed a wage complaint with the U.S. Department of Labor?]

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