



Pay Stub Question

COMMUNICATION · ONE LINE

Derek peels his paycheck stub from the sealed envelope and notices the Tuesday training line is blank beside the pay-period box. He is in the copy shop back room, where finished pickup tags are stacked in plastic sleeves near the cutter. The counter worker is waiting for Derek's last strip of tags before closing one small order at the register. Earlier, the supervisor said payroll questions should go through the office, but unfinished orders should be named before anyone steps away. Derek can finish the strip in a few minutes, yet the stub mistake may be easier to fix while paperwork is out. He needs one sentence that gives the supervisor the useful facts without making the counter worker guess about the order.

Write the exact sentence Derek should say to his supervisor.

Derek needs to tell his supervisor that the paycheck stub may be wrong while also reporting the unfinished tag strip the counter worker needs.

- what looks wrong on the paycheck stub
- what part of the order is unfinished
- what Derek is asking to do next

Think about it: What makes one sentence enough for the supervisor to choose the next step?
