

# PLEASE READ THESE IMPORTANT INSTRUCTIONS

**The following information is required to process this Wage Claim:**

- Employee and Employer name, mailing address and telephone.
- The gross amount of claim.
- Length of employment – include dates.
- Type of claim (e.g. non-payment, overtime, deduction, etc.)
- Dates and hours worked if claiming non-payment of wages (see examples below).
- Signature and date.

**This claim will not be processed if:**

- You are claiming minimum wage or overtime required by federal law. Contact the U.S. DOL in Indianapolis at (317)226-6801.
- The amount claimed represents payment for time not actually worked (examples: holiday pay, sick pay, reimbursements, severance pay, overdraft fees or bonus pay).
- Your former employer has filed for bankruptcy protection. You should contact the bankruptcy court.
- The employer does not have a location in Indiana.
- You worked as an independent contractor. You should consult an attorney.
- The gross amount of your claim is less than \$30.00 or more than \$6,000.
- You initiated private legal action to recover the wages claimed.
- You were employed by the State of Indiana (Please contact the Indiana State Personnel Department).
- The claim is against a business in which you were an owner or partner.

**The Wage Claim Process (Please be patient, it can take as long as 6 months to resolve some wage disputes).**

If your wage claim is accepted, correspondence will be sent directly to the employer. The employer will have two (2) weeks to either mail a check directly to you or dispute the amount claimed. If no response is received, a final notice will be sent to the employer allowing one (1) additional week for response. If no response is received after the final notice, a copy of the Wage Claim file will be sent to you along with a letter recommending that you consult an attorney or pursue your claim in the appropriate court. If the employer disputes the amount claimed, the Indiana Department of Labor will make a determination based upon Indiana law and all evidence presented. If a determination cannot be made, you will receive notice along with a letter recommending you consult an attorney or pursue your claim in the appropriate court.

**The Indiana Department of Labor accepts Wage Claims as a service to resolve wage disputes. We cannot guarantee compensation. In addition, Indiana law provides no job protection if you are terminated as a result of filing a wage claim against your current employer.**

**EXAMPLES of Mathematical Calculations of the Amount of Claim (Your calculations must match the amount of claim):**

**NON-PAYMENT OF PAYCHECK**

<u>Date</u>	<u>Hours Worked</u>		<u>Wage Rate</u>	<u>Amount Owed</u>		<b>AMOUNT OF CLAIM: \$222.00</b>
8/5/09	8.0 hours	X	\$12.00	=	\$96.00	(\$96.00 + \$126.00)
8/6/09	10.50 hrs	X	\$12.00	=	\$126.00	

**NON-PAYMENT OF VACATION**

<u># Hours accrued</u>		<u>Wage Rate</u>		<u>Amount Accrued</u>	<b>AMOUNT OF CLAIM: \$450.00</b>
<u>Vacation Time</u>					
40.0 hrs	x	\$11.25	=	\$450.00	

**PAYROLL DEDUCTION**

<u>Pay Date</u>	<u>Amount Deducted</u>		<b>AMOUNT OF CLAIM: \$185.65</b>
1/8/10	\$53.13	(\$53.13 + \$132.52)	
1/22/10	\$132.52		

