

## Sample Proofreading Test

Please mark and correct the errors in the sample memo below.

### MEMO

**DATE:** July 14 2012  
**TO:** Stephen Randall, General manager  
**FROM:** Leanne Ritter, Human Resource Manager  
**SUBJECT:** Report on Payroll Screw Up

As you know, a new human resource information system (HRIS) was implemented during June. Though the system was tested thoroughly prior to instrumentation, it seems that some payroll withholding data was not properly transferred to the new system. This resulted in incorrect deductions being withheld from some employees' paychecks for the pay period ending June 29.

The trucks company's HRIS system was not the most updated version. The only employees affected are those whose tax withholdings or benefit program deductions changed during or after April 1, 2012.

My assistant have calculated corrections manually and I have personally verified her work. We are confident that the error can be corrected on the next payroll. All affected employees have been notified of the error and informed that corrections will be made with the next payroll. Each person affected has been informed of the situation and invited to contact me with any questions or concerns prior to the end of the previous pay period.

I have personally verificationed that the outdated withholding table has been removed from the HRIS and insured that the correct version is in place. The new HRIS will allow us to make withholding changes directly in the system moving forward. Therefore, the circumstances that led to this problem initially have been corrected. There should be no further problems of this nature.

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**Thomas Griffiths**



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