1050.30 Replacement of Payroll Checks

1. An employee whose payroll check is lost or stolen may request a replacement check by notifying Payroll.
2. There is a one week waiting period before a check is declared lost. The waiting period begins on the day the check was expected to arrive in the mail.
3. The check amount, check number, and date issued is obtained from the payroll records and will review online banking records in order to determine whether the check has cleared the bank.
4. If the original check has not cleared, Payroll will void the check through the online banking system and issue a replacement check, which will be with a new check number. **This will be done on the next off-cycle payroll run.**
5. If the bank indicates that the check has been presented for payment, a replacement check will not be issued until there is further investigation.
6. If the original check is found, it should be returned to Payroll for destruction if a replacement check has been issued.
7. If the original check has already cleared, a copy of both sides of the check will be provided by Payroll to the employee. If the endorsement is a forgery, the employee will be directed to the bank for further action.