

Finance – Operations Policies

Created: 09/18/2006

Policy Title: Stop Payment and Re-issuance of Payroll Checks
Author: Department of Finance

Stop Payment and Re-issuance of Payroll Checks

Purpose To communicate Payroll Services' policy and procedure for re-issuing payroll checks

Audience All UTMB Personnel

Scope The policy applies to all paper payroll checks distributed to UTMB employees.

Definitions

Lost Checks – Employee acknowledges receiving check but has misplaced it.

Stolen Checks – Employee never receives check and suspects that it has been stolen.

Destroyed Checks - Checks returned to Payroll Services that can clearly be identified as a UTMB payroll check but which cannot be cashed because the check has been severely damaged. Payroll Services will ascertain if the check can simply be reprinted or if a stop payment is required and a new check issued.

Checks Never Received – Checks not delivered to employees' home address. Once pay checks have been mailed, the employee must wait 3 business days (excluding Saturday and Sunday) after the effective date of the original check to initiate the stop payment and re-issuance process. Re-issued checks must be picked-up from the UTMB Bursar's Office or appropriate Regional Human Resources Office at which time the employee's mailing address will be verified and updated in the system, if necessary.

Requirements When Payroll Services is notified that a check has been lost, stolen, destroyed, or not received, an employee may initiate a stop payment request 3 business days (excluding Saturday and Sunday) after the effective date of the original check (for example, the stop payment process cannot be initiated for a Friday bi-weekly paycheck until Thursday of the following week). A Stop Payment Form is completed by the employee and delivered to Payroll Services. The form contains information such as: original check number, amount of check, check date, and employee name and number. Employee may obtain this information by looking at their on-line stub in HCM Self Service

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Once the bank has communicated to Payroll Services that the original check has not been cashed, Payroll Services will instruct the bank to place a stop payment order on the original check and a new check will be issued. The stop payment and check re-issuance process will take up to three business days. Re-issued checks must be picked-up from the UTMB Bursar's Office or appropriate Regional Human Resources Office at which time the employee's mailing address will be verified and updated in the system, if necessary.

If the bank's records indicate that the original check has been cashed, the employee will be notified. If the employee disputes the endorsement of the check, the employee will need to work with Payroll Services and the bank to determine if fraudulent activity has occurred prior to a new check being issued.

Documentation Stop Payment Form

STOP PAYMENT FORM

Finance – Payroll Services

Fax To: 77904

Attention: Payroll Processing Area

Debra Upp Ann Grasso

I, _____, Employee Number _____
(Print Name)

state that I am the true owner of check drawn on Moody National Bank

issued on _____.

The check number _____

is in the amount of \$ _____,

This check above is in fact lost, destroyed or was never received.

My PeopleSoft Department number is _____

Please mail original to:

US Mail

Campus Mail

Finance – Payroll Services
301 University Boulevard
Galveston, Texas 77555-0921

Finance Payroll Services
Route 0921

Please choose one of the following:

Pick-Up: _____, or

Mail Out: _____

To Address:

Contact Number: _____

Employee Signature

Date