

Section: COMPENSATION
Subject: Replacement of Lost or Destroyed Payroll Checks
Procedure: HR 3510

I. Institutional Regulations

If an employee's payroll check is lost in handling or destroyed, Payroll shall issue a replacement check.

II. Procedure

- A. An employee shall notify Payroll of his/her lost or destroyed payroll check.
- B. After allowing suitable time for mail delay, Payroll shall:
 - 1. Confirm that the original check has not cleared the bank;
 - 2. Stop payment on the check;
 - 3. Issue a replacement check.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002