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