

**Lost / Stolen Payroll Checks (Stop Payment)**

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**I. Purpose**

To provide guidance to employees for reporting lost or stolen payroll checks.

**II. Policy**

The University of Kentucky will assist employees in the replacement of a lost payroll check or reporting of a stolen payroll check in accordance with the Stop Payment procedures below.

**III. Procedures**

- A. Report stolen payroll checks immediately to Payroll Services. (See section E below)
- B. Complete the [Stop Payment Request Form](#):
  1. Business officer/department administrator completes and submits [Stop Payment Request Form](#) to Payroll Services.
  2. Hospital employees are required to contact the Healthcare Payroll Office to report a lost or stolen payroll check. Healthcare Payroll Office will submit the [Stop Payment Request Form](#) to Payroll Services.
  3. STEPS employees are required to contact the STEPS Office to report a lost or stolen payroll check. The STEPS Office will submit form Temporary Employment Request for Stop Payment to Payroll Services.
- C. Bank verification of encashment and stop payment process will be completed for all lost check requests by University Financial Services.
- D. After the verification and stop payment process has completed, and the bank verifies the check is outstanding, a replacement check will be processed by Payroll Services.
  1. If a stop payment results in a payroll check being cashed, it will not be replaced by Payroll Services.
  2. Stop payment process completed and verified prior to 2 p.m. will result in a replacement check being available by noon the next business day.
  3. Stop payment process completed and verified after 2 p.m. will result in a replacement check being available by noon in two business days.
- E. In the event a check has been stolen and cashed a police report will be filed with the University of Kentucky Police.
  1. Employee must contact Payroll Services to report a stolen payroll check.
  2. Payroll Services will immediately contact the University of Kentucky Police to request a report be filed.
  3. A University Police Officer will come to Payroll Services to gather information from the employee and Payroll Services.
  4. A replacement check will not be issued by the University to the employee for a stolen check until bank notification of fund recovery is received. Once received a replacement check will be issued to the employee by the University for the amount of funds recovered.