

Lost / Stolen Payroll Checks (Stop Payment)

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I. Purpose

To provide employee guidance 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. UKHC employees must contact the UKHC Workforce Management Office to report a lost or stolen payroll check. The UKHC Workforce Management Office will submit the [Stop Payment Request Form](#) to Payroll Services.
 3. STEPS employees must contact the STEPS Office to report a lost or stolen payroll check. The STEPS Office will submit the Temporary Employment Request for Stop Payment Form to Payroll Services.
- C. University Financial Services will complete the bank verification of encashment and stop payment process for all lost check requests.
- D. Once the verification and stop payment process is complete, and the bank verifies the check is outstanding, Payroll Services will process a replacement payment.
 1. If a stop payment results in a cashed payroll check, funds will not be replaced by Payroll Services.
 2. A stop payment process completed and verified prior to 2 p.m. results in next business day processing of the direct deposit to the employee's bank account on file.
 3. A stop payment process completed and verified after 2 p.m. results in two business days processing of the direct deposit to the employee's bank account on file.
- E. In the event a stolen check is 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. The University will not reissue stolen check funds until receipt of bank notification of fund recovery. Once received, the University will issue a direct deposit for the recovered amount to the employee's bank account on file.