

	PAY-904
	Lost Paycheck Procedure
	Prepared By: Payroll
	Approved By: Brian Laffey
	Effective Date: 06/01/2010

<p>Purpose</p> <p>This policy describes IIT's response to employee reports of lost paychecks.</p>
<p>Policy</p> <p>Employees not enrolled in the Direct Deposit Program will be issued a paper check, mailed to the address shown as current in the Banner HR system. An employee can report a lost paycheck to Payroll who will arrange a stop payment and re-issuance of a replacement check.</p>
<p>Definitions</p> <p>Direct Deposit Program, please see PAY-901</p> <p>Banner HR system – electronic employee record management system that is accessible through the employee's MyIIT portal.</p> <p>Banner Self Service (BSS)</p>
<p>Procedures</p> <p>LOST PAYCHECK</p> <p>Pay checks that were mailed to the employee's mailing address on record but were later lost in the mailing process or by the employee will be pay stopped immediately this process is completed:</p> <ol style="list-style-type: none"> 1. Complete Stop Payment Request Form. This form should be printed from the Controller's or Payroll Websites or may be obtained from the Payroll Services Office located at 3300 S Federal St. Room 205, Chicago, IL, 60616 and completed. Employees will be charged an administrative fee of \$20 (Twenty Dollars) for this service. 2. Forward the completed form to the Payroll Services Office. <p>STOPPED PAYMENT</p> <p>Once the lost paycheck has been reported through the above process, an official Stop Request will be made by the Payroll Services Office to IIT's bank.</p> <p>The bank will send a written notice to the Payroll Services Office stating the check has been pay- stopped.</p> <p>ISSUANCE OF REPLACEMENT CHECK</p> <p>After the Payroll Services Office receives the official Stop Payment Notice from the bank, a replacement check will</p>

be prepared for the employee. You will then be notified by Payroll either via e-mail or phone that your replacement check is ready for pick-up.

THIS ENTIRE PROCESS TAKES APPROXIMATELY TWO WEEKS TO COMPLETE.

Guidelines

You can view your current address or update your address by logging on to Banner Self Service (BSS) via the MyIIT portal.

USE OF DIRECT DEPOSIT ENCOURAGED

Employees are encouraged to participate in the Direct Deposit Program to avoid having lost or misplaced checks. Information and forms can be found under the Controller's Website under the section titled "Payroll Forms".

References

PAY-901

Responsibilities

DIRECT DEPOSIT AS PREFERRED PAYMENT METHOD

ALL employees are strongly encouraged to participate in the Direct Deposit Program.

CURRENT ADDRESS ON FILE

Employees are responsible for viewing their current address and keeping it updated by logging on to Banner Self Service (BSS) via the MYIIT Portal.

Required Forms

[Stop Payment Request Form](#)