PAYROLL CHECK REISSUANCE PROCESS

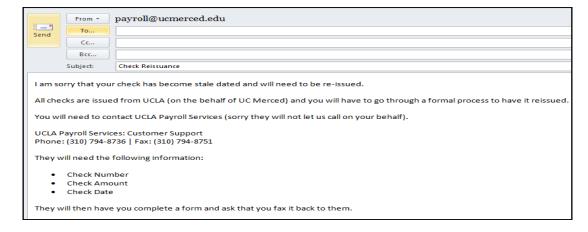
UC Merced checks are generated by UCLA on the behalf of UC Merced; therefore, Payroll Checks and AP Generated Payroll Checks that are lost, damaged or stale dated will need to be reissued by UCLA Payroll Services. UC Merced employees wishing to have a check reissued should contact UC Merced Payroll Services (Mondo Building) at payroll@ucmerced.edu or (209) 228-2729 for assistance.

I. DO YOU (THE EMPLOYEE) HAVE THE PHYSICAL CHECK(S)? A) YES.

- Determine the type of payroll check(s) in your possession and if check(s) is stale dated (no longer negotiable to cash or deposit), see <u>DETERMINING TYPE OF PAYROLL</u> <u>CHECK/STALE DATED</u> process.
 - a) If check is **NOT STALE DATED**, the check may be cashed or deposited.
 - **b)** If check is **STALE DATED**, the check will need to be reissued.
 - In order to have the check reissued you will need to contact UCLA Payroll Services at (310) 794-8736 and provide the following information:
 - o Employee Name
 - o Employee ID Number
 - o Check Date
 - o Check Number
 - Check Amount
 - Go to step II. UCLA PAYROLL CHECK REPLACEMENT PROCESS

B) NO.

- 1. You will need to contact UC Merced Payroll Services: (209) 228-2729 or at payroll@ucmerced.edu for assistance in determining the check(s) type and if check(s) is stale dated (no longer negotiable to cash or deposit).
 - a) If check is NOT STALE DATED, the check may be cashed or deposited.
 - b) If check is STALE DATED, the check will need to be reissued.
 - UC Merced Payroll Services will send you the following email with the check information and instructions to contact UCLA Payroll Services at (310) 794-8736, in order to have the check(s) reissued.



Go to step II. UCLA PAYROLL CHECK REPLACMENT PROCESS

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II. UCLA PAYROLL CHECK REPLACEMENT PROCESS

- A) You will need to contact UCLA Payroll Services at (310)794-8736.
 - **1.** UCLA Payroll Services will verify your identity by and may ask for the following information:
 - a) Full Name
 - b) Employee ID
 - c) Date of Birth
 - **d)** Social Security Number
 - **2.** UCLA Payroll Services will ask you for the check(s) information.
 - **3.** UCLA Payroll Services will email you the Payroll Check Replacement Request form and instructions. You will need to complete and email back the form to UCLA Payroll Services for processing.
- **B)** UCLA Payroll Services will process the Payroll Check Replacement Request form:
 - **1.** Forms are processed in a first come first serve basis with recent payday checks taking priority.
 - **2.** A check reissuance request can take up to 30 days.
 - **3.** If the funds are allocated UCLA Payroll Services will proceed to have the check(s) reissued and mail it out to you.
 - 4. If check(s) cannot be reissued UCLA Payroll Services will notify you of the reason.