

## PAYROLL CHECK REISSUANCE PROCESS

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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](mailto:payroll@ucmerced.edu) or (209) 228-2729 for assistance.

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

#### A) YES.

1. 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 [DETERMINING TYPE OF PAYROLL CHECK/STALE DATED](#) 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:
  - Employee Name
  - Employee ID Number
  - Check Date
  - 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](mailto: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.

The screenshot shows an email interface with the following details:

- From:** payroll@ucmerced.edu
- To:** [Redacted]
- CC:** [Redacted]
- Bcc:** [Redacted]
- Subject:** Check Reissuance

The email body contains the following text:

I am sorry that your check has become stale dated and will need to be re-issued.

All checks are issued from UCLA (on the behalf of UC Merced) and you will have to go through a formal process to have it reissued.

You will need to contact UCLA Payroll Services (sorry they will not let us call on your behalf).

UCLA Payroll Services: Customer Support  
Phone: (310) 794-8736 | Fax: (310) 794-8751

They will need the following information:

- Check Number
- Check Amount
- Check Date

They will then have you complete a form and ask that you fax it back to them.

- Go to step II. [UCLA PAYROLL CHECK REPLACEMENT 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.