UNCLAIMED PAYROLL CHECKS PROCESS

In order to promote good internal controls it is recommended that once a month, the Departments Check Custodian(s) take an inventory of unclaimed Payroll Checks and AP Generated Payroll Checks and make an effort to contact the payee. If any unclaimed check is stale dated (no longer negotiable to cash or deposit) forward checks to UC Merced Payroll Services (Mondo Building). Upon the employee's request, Payroll Services will assist in reissuing a stale dated check(s). For more information about check controls, please see the UC Accounting Manual.

I.   DETERMINE THE TYPE OF PAYROLL CHECK AND IF CHECK IS STALE DATED

    A)   See DETERMINING TYPE OF PAYROLL CHECK/STALE DATED.

        1.   If check is **NOT STALE DATED** an effort should be made to contact the employee.

EFFORT TO CONTACT PAYEE

The amount of effort of contacting the payee depends on the amount of the check. At least one attempt to contact the employee should be made (please see the UC Accounting Manual). The Department Check Custodian(s) can log into PPS and access the EDB screen **[IADD]** to pull the employee's permanent address and home phone number.

AMOUNT OF CHECK	EFFORT TO CONTACT PAYEE	SUCH AS
$1,000 and over	Maximum Effort	▪ Consulting Supervisor ▪ Phone Calls ▪ Electronic Notification (e-mail) ▪ Letters to known permanent address.
$100 to $999	Moderate Effort	▪ Phone Call ▪ Electronic Notification (e-mail) *At least one attempt to contact the payee.*
$35 to $99	Effort made as time permits	▪ Phone Call/E-Mail *At least one attempt to contact the payee.*
Less than $35	Effort made as time permits	▪ Phone Call/ E-Mail *At least one attempt to contact the payee.*

        2.   If check is **STALE DATED**, see below.
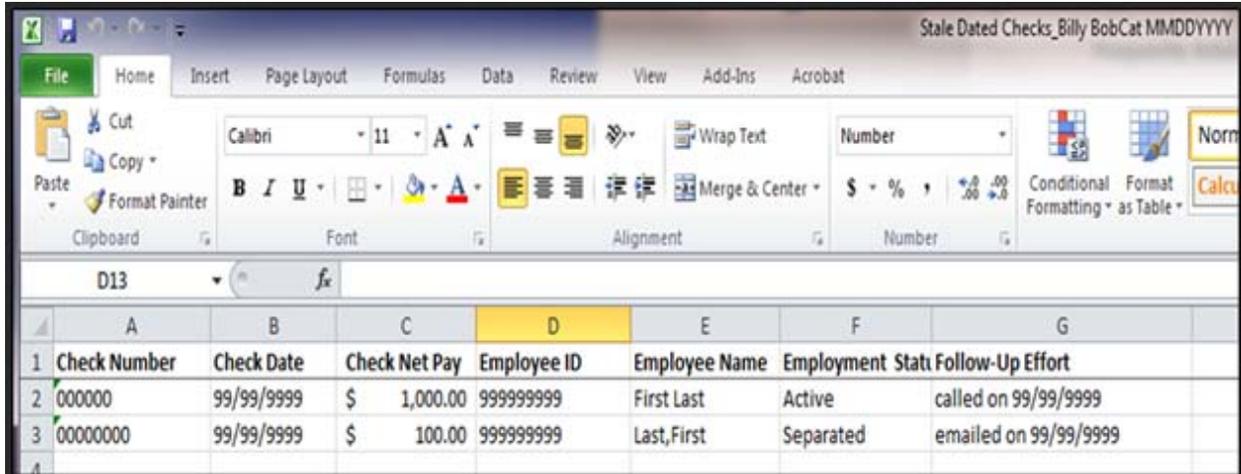
II.   UNCLAIMED CHECK(S) IS STALE DATED

    A)   Open the excel template Unclaimed Stale Dated Checks Log.

        1.   Fill out the *Unclaimed Stale Dated Checks Log* with the following information:

Column	Information
A	Check Number
B	Check Date
C	Check Net Pay
D	Employee ID
E	Employee Name *(exactly as it appears on the check)*
F	Employee Status
G	Follow-Up Effort

2. Save the *Unclaimed Stale Dated Check Log* to your computer with file name: Unclaimed Stale Dated Checks_Check Custodian's Full Name and Date Format MMDDYYYY.

   Example: Unclaimed Stale Dated Checks_Billy BobCat MMDDYYYY

B) Send the *Unclaimed Stale Dated Checks Log* via email to Payroll Services at payroll@ucmerced.edu.

   a) On Subject Line write, "Unclaimed Stale Dated Checks_Check Custodian's Full Name and Date with format MMYYYY"
   b) Email should state, "Payroll, please find attach the Excel spread sheet of stale dated checks for MMYYYY."

C) Send the stale dated checks via campus mail to Payroll Services (Mondo Building) 1715 Canal St. Merced, CA 95340.

D) See the Payroll Check Reissuance Process for information on how an employee may have a check reissued.