



**Queens College
Policy and Procedure**

Replacement Check Request	Office Of Human Resources/Payroll
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Background:

If your paycheck has not been received, or is lost, stolen or mutilated, you can have your check reissued to you. Replacement checks normally take 4-6 weeks to be reissued.

Procedure for Requesting Reissued Paycheck:

To request a replacement check, you must complete this form and return it to Kiely Hall, Room 151 or fax the completed form to 718-997-5908. Under no circumstances should you try to cash the check that you are applying a replacement for. If you receive the original check after requesting a replacement check, you must immediately call Payroll SOS at 646-313-8281. Payroll SOS will be able to advise you of the status of the check.

Replacement Check Request Form

Employee Name _____ NYS Empl ID *N01* _____

Requesting Replacement Check for Pay Date _____ Check # _____

Net amount of check \$ _____ Agency Code _____

The Replacement check is being requested for the following reason:

_____ Not Received
_____ Lost
_____ Stolen
_____ Mutilated
_____ Other (Explain)

Employee Street Address _____

City _____ State _____ Zip Code _____

I wish to: _____ have my replacement check sent to me at address above.
_____ call me at _____ so I may pick up my replacement check.

Replacement checks can only be picked up at CUNY Payroll SOS (By Appointment Only)

Employee Signature: _____ Date: _____

FOR PAYROLL USE ONLY:

Date Request rec'd _____
Processed by: _____

Lost Check Application received _____
Check mailed/picked up _____