

If an employee believes a paper paycheck has been lost, stolen or forged, the employee should contact Payroll immediately, as any delay could result in the misuse of the employee's paycheck.

Lost or stolen paychecks require the employee to complete documentation and affidavits, some of which require notarization. Because of this, the employee should visit Payroll, located in ALN208 in person if possible. If not, the necessary forms will be sent to the employee for completion. Once Payroll receives the required completed documents, Payroll will process the request to reissue the paycheck. It may take up to 10 or more working days for the employee to receive the replacement paycheck.

If the paycheck was damaged, a replacement may be issued sooner. The employee should bring the damaged paycheck, or legible pieces, to Payroll.

Direct deposit is a condition of employment for most employees, and the university encourages the use of direct deposit for *all* employees.