

# **Processing Stop Payments**

## **Summary of Responsibilities:**

1. **Employee:** Informs Payroll Contact at location that an issued check has not been received or has been lost or damaged.
2. **Payroll Contact:** Informs their Payroll Processor a check has not been received and needs to be reissued.
3. **Payroll Processor:** The check that needs to be stopped will be printed from the Check History in PeopleSoft. Initial and date the Check History and record on it: NOT RECEIVED PLEASE STOP. The document will be taken to the payroll designee for processing.
4. **Payroll Designee:** A stop payment affidavit will be generated for the missing check. Give the affidavit to the Payroll Accountant for review.
5. **Payroll Accountant:** Review and approve the affidavit for stopping payment and return the approved affidavit to the payroll designee.
6. **Payroll Designee:** The cleared status of the check number on the affidavit will be confirmed online with the bank. If the check is outstanding, the affidavit will be faxed/ponied to a location where the Payroll Contact/employee can retrieve it. If the check has cleared, the payroll designee will record on the Stop Payment Affidavit to not reissue the check and the date the check cleared and return a copy of the affidavit to the Payroll Processor. The Payroll Processor will notify the Payroll Contact that the check has cleared.
7. **Employee:** The employee will get the affidavit notarized and return the original signed affidavit to the Payroll Department.
8. **Payroll Designee:** The cleared status of the check number on the notarized affidavit will be confirmed online with the bank and reconfirmed 24 hours later. Initial and date the affidavit and record on it: CHECK STOPPED OK TO REISSUE. Give the affidavit to the Payroll Processor.
9. **Payroll Processor:** Complete two Payroll Processing Forms: one to process the stop payment on the original check and one to reissue the check. If replacing an employee's primary wages or a special circumstance approved by the Payroll Manager, process as an emergency check. Give processing forms to Customer Service Unit Supervisor for approval and data input.
10. **Payroll Processor:** Contact the locations Payroll Contact/employee that the stopped check has been reissued.