



**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 notify the Compensation and Benefits Unit in Kiely Hall 151 or at ext 5765. Do not try to cash the check.

Replacement Check Request Form

Employee Status: Active Inactive

Employee Name _____ **NYS Empl ID N** _____

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**

Employee Street Address: _____

City: _____ **State:** _____ **Zip code:** _____

Current Address **New Address**

****All replacement checks are mailed from the Office of the State Comptroller to the employee.**

****If you are an active employee; please update your home/ mailing address on CUNYFirst (home.cunyfirst.cuny.edu)**

Employee Signature: _____ **Date:** _____

FOR PAYROLL USE ONLY:

Date Request rec'd	_____	Lost Check Application received	_____
Processed by:	_____	Check mailed/picked up	_____