



STOP PAYMENT PROCEDURE (PAY-P010)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of placing a stop payment of a payroll check lost in the mail and a replacement paycheck.

2.0 RESPONSIBILITY:

- 2.1 Payroll Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 Paycheck: pay to employee for his or her work.
- 4.2 Stop Payment: Bank places a stop payment of funds on the paycheck for reasons such as lost, stolen or never received.

5.0 PROCEDURE:

- 5.1 The employee contacts the Payroll Office.
 - 5.1.1 The employee states that they have not received paycheck in the mail. Payroll will verify address on paycheck is correct.
 - 5.1.2 If address is not up to date, Payroll Staff will update address for employee.
- 5.2 Payroll will wait seven days from the date mailed for paycheck to be returned.
- 5.3 Payroll Staff will verify with the employee that the check has not been received after the seven days.
- 5.4 The Payroll Staff will print a copy of paycheck to give to Administrative Specialist to place a Stop Payment on the paycheck that has not been received.
 - 5.4.1 They will verify that the paycheck has not cleared the Payroll Account.
 - 5.4.2 If it has not, they will place a Stop Payment on the paycheck with the appropriate reason.
 - 5.4.3 If it has cleared the bank, no Stop Payment can be placed.
- 5.5 Payroll staff will void the paycheck and reissue a new one for the employee.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Cancel Payroll Deduction Form ([PAY-F024](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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Stop Payment Verification	File Cabinet	Indefinitely	N/A	Secured Building
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/28/17		Initial Release

End of procedure