Reissue of Stale Dated Check(s)

Use for checks 6 months of older

Employee Name: _____ **SUID:** _____

Phone: _____ **Address:** _____

Email: _____

Uncashed Check Information:

Check Number	Check Date	Check Amount
	Total Amount	$ 0.00

Employee Signature: _____ Date: _____

**********Payroll Use Only**********

Current Employee Status: Active **Paygroup:** _____

DD Setup/Verified: ☐

No DD, issue Check ☐ **Notify Employee:** _____

Check JP Morgan Acccess for Cashed Check

Reviewed By: _____ **Date:** _____

**********Processing Information**********

Earnings Code: REI

Add to Next Payroll: WE PPE OR **Online Check:** ☐

Combo Code: 000015635 **Chart String:** 11-91005-00000-211030

Payline: _____

Entered By: _____ **Date:** _____

Reissue Check/Advice No.: _____ **Pay Date:** _____

Enter on Liability Sheet: ☐ **By:** _____

Emailed Barb Fuller ☐