OSUP/F2
R 3/20/24

Replacement Employee Check/EFT

Use this form to reverse (void) and reissue a payroll or off-cycle check when the check has been lost, stolen, or destroyed and there are no changes in the gross to net calculation (the net pay of the check is correct), or when the payroll or off-cycle EFT has been returned or deposited to the wrong account and/or financial institution. **Note: The employee's bank detail must be corrected in the master data prior to submitting a replacement request on an EFT transaction**. This transaction will generate a CHECK for replacement of a check or EFT and will be mailed to the mailing address generated on the original payment.

Employee Information:

Employee Name : _____

Employee Personnel No.: _____

Personnel Area Number: _____

Payment Information (from off cycle workbench):

Payment method (C or T): _____

Payment number: _____

Payment date: _____

Net Amount: $ _____

Reason for request:

☐　Check non-negotiable (**Original check must be attached to request**)

☐　Stop payment requested (check one)　Emp Never Rec'd ☐　　Emp Rec'd & Lost ☐　　Emp Rec'd & Destroyed ☐
　　(attach OSUP/F4 and OSUP/F5)

　　Has employee's mailing address changed since the above payment was generated?　　YES ☐　　NO ☐
　　If yes, additional required backup is a screen print of the updated mailing address.

☐　EFT Return

☐　Master Data bank detail incorrect　　Date Corrections Made: _____

Note: It is the agency's responsibility to assure that complete and accurate information is provided to OSUP. Incomplete requests will not be processed by OSUP and will be returned to the agency for completion and/or correction.

Prepared By: _____　　Phone Number: _____

For OSUP Use

Stop Pay Processed Date: _____	Analyst _____	F2 Received Date:	_____
EFT Rev Requested Date: _____	Analyst _____	EFT Dollar Return Date:	_____
Rev Credit Received Date: _____	Analyst _____	New Check Number:	_____
LaGov HCM Rep Completed Date: _____	Analyst _____	☐ Check/EFT Log - Voids	☐ Email to Agency
		☐ EFT Ret/Corr Report	☐ New CK # on EFT Ret/Corr Rep

Comments: _____