**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: Payment Information (from off cycle workbench):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name : |       |  | Payment method (C or T): |       |
| Employee Personnel No.: |       |  | Payment number: |       |
| Personnel Area 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: |       |  |  |  |  |