

## **Unclaimed Check Policy**

We are required by the Office of the State Comptroller to return any unclaimed checks within 30 days of the date of issuance. The following procedures should be followed:

1. The department should determine that the employee is **entitled** to the check and/or direct deposit advice
  - If the employee is **not entitled** to the check or advice, please RETURN the check or advice to Human Resources in AD-244. Campus Mail Services does not deliver paychecks via campus mail – the check should be returned in person by a department representative.
2. The department should make a good faith effort to deliver all checks and direct deposit advices to each employee.
3. If, within 2 weeks of the date of an unclaimed paycheck or advice, the department:
  - Is unable to locate the employee to arrange pick up of the check or direct deposit advice, or
  - Does not have a current forwarding address to mail the check or direct deposit advice to the employee, the department should send it, along with a note of explanation including the name and phone number of a contact person to:  
Human Resources  
Attn: Payroll  
Couper Administration Building – AD 244

**In the event that a check is returned to us**, we will make another attempt to contact the employee. If after 30 days, the check cannot be delivered to the employee, we must return the check to the NYS Department of Taxation and Finance, Division of the Treasury.