

County of Cumberland Board of Chosen Freeholders	Policy Number: 5.04	Pages: 1 of 1
Chapter: Miscellaneous	Effective Date: August 11, 1994	
Subject: Employees Loss of Paycheck		

I. POLICY:

Cumberland County Government shall provide for a process by which an employee who loses a paycheck may receive another check in a reasonable amount of time.

II. DEFINITIONS: NONE

III. PROCEDURE:

- A. An employee who loses a payroll check shall immediately notify his/her department head.
- B. The department head shall then notify payroll immediately so that the bank can be notified to stop payment on the lost check.
- C. After payroll receives clearance from the bank another check shall be issued to the employee by the Payroll Office.