
STALE DATED CHECKS (PAY-W118)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is applied to process Stale Dated Checks.

2.0 RESPONSIBILITY:

2.1 Fiscal Services Technician I

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

3.1 Supervisor IV, Payroll Services

Signature

Date

4.0 DEFINITIONS:

4.1 When an employee's warrant has not been cashed, within a six month period, it becomes Stale Dated.

5.0 WORK INSTRUCTION:

5.1 Fiscal Service Technician I receives a monthly e-mail from General Accounting with a listing of Stale dates.

5.2 Print current stale date list.

5.3 Sign into Escape, selecting the Payroll module

5.4 Go to coinciding pay period and find employee by name and matching pay.

5.5 Review Employee's pay history <CTRL+H> to ensure that the same dollar amount was not cancelled or reissued. Make note of action if so.

5.6 If check has not been cancelled or reissued thru Escape, check Handwritten Check Log to ensure it has not been reissued in this form. Make note of action if so.

5.7 If check has not been attended to in some form, send out a letter to employee with the warrant information requesting that they contact Payroll Services to claim funds.

5.8 If Employee contacts for reissue contact General Accounting for check reissue. PAY-W049.

5.9 File copy of letter and stale date listing by month and warrant number.

6.0 ASSOCIATED DOCUMENTS:

6.1 Stale Date Listing

6.2 Handwritten check log

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Stale Date listing.	File cabinet in office	Two years, current and previous fiscal year. After two	None. Must keep all payroll records per Internal Audit	Secured work area
Stale Date letter.				

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years, sent to Department.
warehouse.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/9/08	A	Initial Release

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