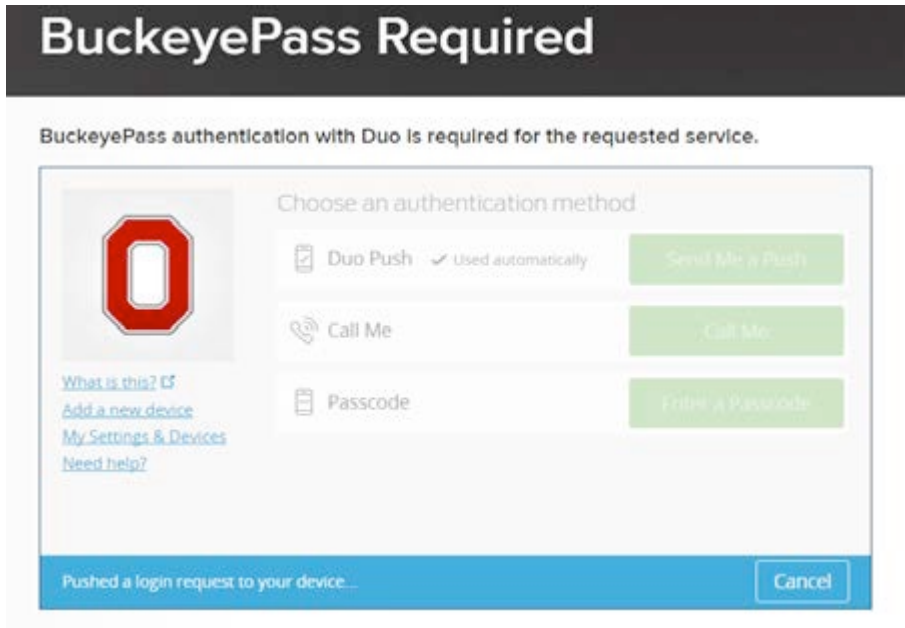


Reissue Check Request

1. Go to eprofile.osu.edu and login with your OSU credentials
 - a. Approve login request using BuckeyePass authentication - DUO



2. Locate Other Payroll Information folder under Time and Pay
 - a. Choose Reissue Check Request



3. Choose the paper check you would like to reissue by clicking on the check date **Reissue Check Request**

Review your available paychecks. Select the check date of the paycheck you are requesting to be reissued. The eight most recent checks are shown. Use the arrow buttons at the top right to view older checks. If the correct check is not displayed, contact the payroll office at 614-292-2311, option 3, for further instructions. A separate request must be submitted for each check that is to be reissued.

Check Dt	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
Personalize Find View All First 1 of 1 Last					

4. Select a reason for the reissue request

Reissue Check Request

A stop payment will be placed on the original check number. If you receive the original check after you have requested it to be reissued, contact the payroll office at 614-292-2311, option 3, for further instructions. The Ohio State University will not be responsible for any fees incurred if a stopped check is cashed.

You must indicate the reason for which you are requesting a reissue and identify the proper mail delivery and email addresses to be used in regards to this request. Enter any comments in the proper section below, click the box for Certification, and Submit. Once you click Submit, you will be asked to enter the last four digits of your Social Security Number to verify your identity.

Name:	Brutus Buckeye	OSU Employee ID:	
Paycheck Number:		Check Date:	01/19/2007
Net Pay:	27.24	Pay End Date:	01/06/2007

With this request, I am advising Payroll Services that the above check needs to be reissued because it:

- 1 was not received
- 2 was lost or destroyed
- 3 is more than 180 days old
- 4 was stolen
- 5 other (explain in comments)

Contact Information

Delivery Address: Home/Current 850 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210

This is the address we will use to mail the reissued check. If this address is not correct, please specify the address to be used in the Comments section below. If there is an error with the address displayed, you should correct your address using Employee Self Service to prevent future problems.

Email Address: sl-payroll@osu.edu

This email address will be used for any confirmations and communications that are needed in order to fulfill your reissue check request.

5. Enter any comments/additional information, check the certification button, and submit

Comments / Additional Information

Certification

I have read the instructions associated with this request and herewith state that the above described check was never cashed by the payee and I hereby make application for a replacement check as provided by law.

Submit

6. Sign up for direct deposit to prevent this from happening again in the future

a. <http://controller.osu.edu/pay/pay-dirdep.shtm>