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
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: Brustus Buckeye
Paycheck Number: 27.24
OSU Employee ID:
Check Date: 01/19/2007
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

650 Lincoln Tower, 1000 Cannon Drive, Columbus, OH 43210
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 hereby 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