

# BUSINESS & FINANCE

[Accounting & Budgeting](#)[Buying & Contracts](#)[Paying People](#)[Travel](#)[Equipment Management](#)[Payments to the University](#)

## Policies & Procedures

» [Policies & Procedures](#) » [4 Payroll](#) » 4.1.5 Handle Unclaimed Payroll Checks

Policies & Procedures

4 Payroll

Responsibilities

Definitions

FAQs

[4.1.1 Serve as a Unit Payroll](#)

Contact

[4.1.2 Set up a New Unit or Location for Timesheets](#)

[4.1.3 Set Up Payroll Function in Banner and ANA](#)

[4.1.4 Change an Employee's Job](#)

## 4.1.5 Handle Unclaimed Payroll Checks

### Policy Statement

The University of Illinois System is subject to and complies with the [Uniform Disposition of Unclaimed Property Act \(Illinois Compiled Statutes, Chapter 765, Act ILCS 1025\)](#).

, as well as the escheatment laws of other states as they relate to uncashed checks.

### Procedure

To handle unclaimed payroll checks:

1. Mail payroll checks to persons who are no longer employed by the system.
2. Complete the Return Payroll Checks form when unclaimed checks are for active employees.
3. Submit the form with all unclaimed payroll checks to University Payroll and Benefits (UPB) within a week of payday.
4. UPB holds unclaimed checks for 6 months from the date of issue. Employees may claim them at their university Payroll Service Center during that 6 months.
5. After 6 months, uncashed checks will not be honored by the system's bank and so are destroyed by UPB. The information for each check is recorded and the money reverts to a general system account.

### Forms Used in this Procedure

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**4.1.5 Handle  
Unclaimed  
Payroll Checks**

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**Avoiding  
Payroll  
Problems**

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**Payroll Roles in  
Banner and  
ANA**

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**Payroll  
Deductions**

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**4.2.1 Submit  
Employee Work  
Time**

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**4.2.2 Report Tip  
Income**

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**4.3.1 Adjust an  
Employee's Pay  
(Underpayments)**

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**4.3.2 Process  
Payments for  
Employment-  
Related  
Agreements**

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**4.3.3 Process  
Employee  
Recognition  
Awards**

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**4.3.4 Correct  
Payroll  
Overpayments**

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**4.3.5 Submit  
Taxable Fringe  
Benefit  
Payments**

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**4.3.6 Process  
Payroll  
Separation****Return Payroll Checks**

# Additional Policies and Procedures

To claim checks that have recorded in the unclaimed property database maintained by the Office of University Accounting and Financial Reporting (UAFR), consult State Regulations in [5.1 Managing Receivables](#).

## Additional Resources

Escheatment in [Definitions](#)

[Uniform Disposition of Unclaimed Property Act \(Illinois Compiled Statutes, Chapter 765, Act ILCS 1025\)](#).

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**Vacation and  
Sick Leaves****Business and Finance**

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