



# State of North Carolina

## Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

April 8, 2004

MEMORANDUM NO. PR2004-009

TO: All Agencies Served by the State Controller's Office  
Payroll Section

FROM: Roger Farmer  
Payroll Administrator

SUBJECT: Outstanding Check Report, OSP Request Letter

Each year there are large quantities of uncashed payroll checks that are escheated. In an attempt to reduce this large number of checks to be escheated, there are new reports available in X/TR to be used by your agency. The report names are listed below:

OSCPX OUTSTANDING CHECK REPORT

OSCPX OUTSTAND CK 60 DAY LETTER

OSCPX OUTSTAND CK 90 DAY LETTER

### **OSCPX OUTSTANDING CHECK REPORT (SAMPLE ATTACHED)**

This report is being produced each month and stored in X/PTR. This report provides the social security number, name and address of the payee, if available, check issue date, check number, check amount and a days outstanding indicator for each check (30 days, 60 days and 90 days. If a check falls between 30 days and less than 60 days, an 'X' is placed under the 30 days column. If the check is greater than 60 days but less than 90 days, then an 'X' is placed under the 60 day column. Checks 90 days old or older have an 'X' placed under the 90 day column. A telephone call should be made to each employee having an 'X' under the 30 day column to ask them to cash or deposit the check(s). A letter should be sent to each employee having an 'X' in the 60 or 90 day columns.

### **OSCPX OUTSTAND CK 60 DAY LETTER (SAMPLE ATTACHED)**

We also provide a 60 day letter, already addressed to the employee that should be mailed to the employee. These letters are produced at the same time the Outstanding Check

MAILING ADDRESS  
1410 Mail Service Center  
Raleigh, NC 27699-1410

Telephone: (919) 981-5454  
Fax Number: (919) 981-5567  
State Courier: 56-50-10

LOCATION  
3512 Bush Street  
Raleigh, NC

Website: [www.osc.state.nc.us/OSC/](http://www.osc.state.nc.us/OSC/)

An Equal Opportunity/Affirmative Action/Americans With Disabilities Employer

Report is produced. Your agency should be able to print these letters from this file in Portrait Style on your agency letterhead for mailing.

**OSCPX OUTSTAND CK 90 DAY LETTER (SAMPLE ATTACHED)**

Checks 90 days or older will appear on the outstanding report under the 90 day column and have a 90 day letter created. The 90 day letter should be printed and sent to each employee every month until the check has been cleared.

**ADDRESS EXCEPTIONS ON LETTERS**

Your agency may find some checks with the name filled in but no address shown. One cause for this address exception could be a special check(s) were written without a social security number, such as a replacement check or company check.

**OSP REQUEST LETTER**

The Office of State Personnel sent out a memorandum dated April 2, 2004 addressed to Agency & University Payroll Officers. This memorandum request should not be answered by agencies served by the OSC Central Payroll System.

1 3/31/2004  
UNIT: 001

OFFICE OF THE STATE CONTROLLER - CENTRAL PAYROLL  
OUTSTANDING CHECK REPORT  
30 / 60 / 90 DAYS OVERDUE  
PR253-1

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SSN	NAME	ISSUE DATE	CHECK NUMBER	CHECK AMOUNT	DAYS		
					30	60	90
0 000000000	John Q. Public	09/16/2003	000088504	999.95			X
999999955	John Q. Public 123 My Street City, State 12345-6789	12/22/2003	000000751	999.92			X
999999955	John Q. Public 123 My Street City, State 12345-6789	12/31/2003	000000894	999.91			X
999999997	John Q. Public 123 My Street City, State 12345-6789	10/07/2003	000000875	999.91			X
UNIT TOTAL				3,999.69			

MARCH 24, 2004

John Q. Public  
123 My Street  
City, State 12345-6789

Agency: 001 CRIME CONTROL-PUBL SAFETY

Issue Date	Check Number	Check Amount
12/31/2003	000000894	999.91

Dear Sir or Madam:

In accordance with the State of North Carolina check reconciliation policy, we have conducted a review of our Central Payroll outstanding checks and determined that the check(s) indicated above has(have) been outstanding for over 60 days. Please cash or deposit this(these) check(s) as soon as possible to resolve this matter. Your assistance and cooperation are greatly appreciated.

MARCH 24, 2004

John Q. Public  
123 My Street  
City, State 12345-6789

Agency: 001 CRIME CONTROL-PUBL SAFETY

Issue Date	Check Number	Check Amount
12/22/2003	000000751	999.92

Dear Sir or Madam:

It has been over 90 days since our agency has issued the check(s) indicated above. The check(s) has(have) still not cleared. In accordance with the State of North Carolina check reconciliation policy, we are including an affidavit(s), which should be completed and returned to our office. Once we receive the completed affidavit(s), a stop payment can be placed on the original check(s) and a replacement check(s) reissued. Please contact our office immediately with any questions.