



# GVSU Business and Finance Department Procedures Manual

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**Section:** Business and Finance **Section Number:** 303  
**Subject:** Returned Employee Checks  
**Date:** June 2011

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## Procedures for Returned Employee Checks

1. Returned checks will be processed on the day they are received at the bank desk. All returned checks will be reviewed to determine whether the check was written by a GVSU employee. The bad check list will also be reviewed to ensure that cashiering operations across campus are enforcing it.
2. All bad checks written by GVSU employees will be hand delivered to either the Student Accounts Collections Supervisor or the Student Accounts Manager.
3. The same day, a phone call and a follow-up e-mail message with a return receipt will be issued to the employee from the Student Accounts Office. The phone call and the e-mail message will inform the employee that they have until 4:00 on the 5th business day to pay the check and check fee in full, or they will be placed on the bad check list and their supervisor will be notified. No other arrangements for payment will be allowed.
4. On the 6th business day, the Student Accounts Office will check the employee's Banner account to see if the check and fees have been paid in full. If it has, the check will be returned to the employee and the matter will be closed. If it has not been paid, the employee's Banner account will be coded for returned check problems (SOAHOLD code RC). If the employee attempts to present additional checks on campus, the cashiering system will advise the cashier of a bad check problem, the additional check will be returned to the employee and he/she will be referred to the Collections Supervisor. The appropriate appointing officers will be sent a notice of the bad check. An e-mail will be sent to the employee stating what action has occurred and the consequences of not paying the bad check amount and fee within the next 5 business days. A copy of the e-mail will also be sent to the employee's supervisor.
5. On the 6th business day after the email is issued, the Student Accounts Office will look on the computer to see if the account has been paid in full. If the account has been paid in full, the check will be returned and the employee will remain on the bad checklist for the next 6 months. If the account has not been paid in full, the Associate VP for Business and Finance will be notified and further action will be determined at that time.
6. If the employee claims that it is a bank error that caused the check to be returned, they will need to provide the Student Accounts Office with a letter from the bank indicating that it was their error. We will need to have possession of this letter by the initial payment deadline in order to prevent the employee from having to pay the fee and being placed on the bad checklist. If a bank letter is received after the fee has already been paid, the Accounting Office will issue a refund and the employee's name will be removed from the bad checklist.