



## Paycheck Inquiries

Paycheck concerns/issues are to be discussed initially with your supervisor or manager. Alternatively, you can email the payroll department shared services at [payroll\\_department.sharedservices@lionresources.com](mailto:payroll_department.sharedservices@lionresources.com).

## Replacement Checks

- If your paycheck is lost, damaged or stolen, you can request a replacement.
- **If your check was damaged**, return it to your local HR department. You will receive a new check within one week after you return the damaged check.
- **If your check has been lost or stolen**, you should contact your local HR department. A stop payment needs to be done on the check. Stop payments usually take **2 to 4 business days**. After the stop payment goes through, you will receive your replacement check within one week.
- **Found your check?** If you find your check after you report it lost or stolen, you will need to wait for your replacement check. The process cannot be stopped. You should return the original paycheck to your local HR department.