Lewis and Clark College

Earnings Statement Replacement Request

Lewis and Clark is not able to provide an exact duplicate of your pay statement or pay advice. Instead a report will be run which contains similar information. Reports are generally run on Friday for requests received in the Payroll Office by the end of day Thursday, except during payroll processing periods.

Employee Name	
Lewis & Clark ID#	
Check One:	
Student Payroll General Payroll (Faculty and Staff)	
Please provide a pay statement report for the pay date(s) shown below. Pay late is the last business day of the month.	r
Check/Payroll Date	
Check here to save a tree instead:	
Yes, I want to Sign up for Electronic Pay Statements.	
understand that I will have 24 hour access to as many as 3 years of Pay Statements hrough WebAdvisor: https://webadvisor.lclark.edu beginning the day after payroll enters my request. Please contact the Payroll Office for more information.	
Signature	
Payroll Office: Student PR x7820 General PR x7819 Mail Stop Code: 72 Fax: 503-768-6233 The HR/Payroll Office is located in the South Campus Chapel Annex	
This Section to be completed by the Payroll Office Only	
Replacement Date	