

Payroll Distribution & Electronic Paperless Advices

Frequently Asked Questions

What is going to happen and when?

Beginning January 1, 2012:

1. The College is converting to Electronic Paperless Advices.
2. Any printed material (checks and opt out advices) will be mailed to the address of record.

What is the advantage of going paperless?

1. You will have 24/7 access to as many as 3 years of pay statements through WebAdvisor <https://webadvisor.lclark.edu> . Your login and password are typically the same as your Lewis and Clark email username and password.
2. You may view your pay statement as early as 24 hours in advance of pay day.

Why are paperless Advices necessary?

3. Considerable cost reduction to the College
4. Protection of our natural resources through reduced paper consumption
5. Adherence to the College's commitment to sustainability

How do I view my paperless advice?

1. From anywhere on the Lewis & Clark web page, search "WebAdvisor"
2. Login with your email name and password
3. Choose "Employees" at the drop down menu
4. On the left column, under "Employee Profile" choose "Pay Advices"
5. Click on the month you wish to view

What if I choose *not* to go paperless?

Fill out the required Opt Out Form found on the L&C website under Human Resources/Employee Resources/Forms page. You must do this even if you have elected paper in the past.

How will I receive my paper check or paper advice?

It will be mailed to my *preferred mailing address* on record with the College. If it is *not* current you must complete the Change of Address Form found on the L&C website under Human Resources/Employee/Resources/Forms.

Can I view my W2 on webadvisor?

Currently no, but this option is being considered for future enhancements.

What do I need to do?

1. Most faculty and staff needn't take any action to successfully access pay statements via WebAdvisor.
2. If you choose to Opt Out of paperless pay advices you must complete and submit the Opt Out Form found on the L&C website under Human Resources/Employee/Resources/Forms. You must do this even if you have elected paper in the past.
3. All employees should check the address currently being printed on their pay statement to insure that it is current, particularly if you will continue to receive paper. If an address update is warranted, you must complete a Change of Address Form found on the L&C website under Human Resources/Employee/Resources/Forms.

Can I complete my direct deposit information for *PAYROLL* on the Web?

NO! "Financial Information/Bank Information" currently found on the web is for any reimbursement *NOT RELATED TO PAYROLL*. To sign up for direct deposit for payroll please refer to the L&C website Human Resources/Employee Resources/Forms.