



University Payroll Office

100 Summit Lake Dr. 3rd Fl
Valhalla, NY 10595
Phone: 914-923-2898
Fax: (914-989-8135
payroll@pace.edu

Request for Replacement Pay Advice

1. Enter your information
2. Print and sign (NO ELECTRONIC SIGNATURE ACCEPTED)
3. Mail to the University Payroll Office (email accepted)

A replacement will only be mailed to the address on file with the University. Current employees can update their address using the Pace Portal (<https://portal5login.pace.edu>). Former employees will need to complete and sign a Personal Data Form to return with this document.

Personal Information

I am a:

Delivery:

UID:

Phone:

Email:

*If you are picking up your pay advice, bring in a photo ID (such as University ID card or Driver's License)
If you have requested a copy be sent to your email address please provide a copy of a valid photo ID
attached to this form.*

Mailing Address

Note: This address must match the address on file with the University

Street Address:

City:

State:

Zip:

For non-U.S. addresses only

Region:

Country:

Mail Code:

Authorization

This form is considered invalid if it has been altered in any way or any unauthorized additions have been made to it.

I am requesting my pay advice or the following pay dates: _____

Employee Signature _____

Date ___ / ___ / _____

Printed Name _____

University Payroll Office (UPO) Use Only

Date Mailed or Emailed to Employee: ___ / ___ / _____

Date Employee Picked up: ___ / ___ / _____ Employee Signature: _____

UPO Initials: _____