Employees have remote access via My Illinois State to:

- View Pay Advices
- Print Tax Forms - Form W-2
- Print Tax Forms - Form 1095-C
- Submit Federal and State Form W-4s
- Enroll or Update Direct Deposit

**NOTE:** If accessing on a non-Illinois State Network, a VPN connection must be established. In the absence of a VPN connection, the below message will be displayed.

**Restricted Access**

Access is restricted to University network connections.

If you received this message in error, contact the Technology Support Center at (309) 438-4357.

To obtain a paper copy of your pay advice, Form W-2, or Form W-4, visit the Illinois/Comptroller Office website and fill out the related form. The university payroll office may be contacted at (309) 438-7677.

Information on obtaining and using VPN is available at [Overview of VPN at Illinois State University](#).

**View Pay Advices**

Pay advice information is available to view in My Illinois State three business days before payday. Click on the *Pay & Benefits* tab. Select *My Paychecks*.

**Print Tax Form - Form W-2**

If you consented to receive your tax form electronically or do not receive the paper form, or need to reprint it for any reason, you may do so by visiting My Illinois State. After using Central Login, you may access the Form W-2 by utilizing the iPeople menu selection *Tax Forms* and *W-2/W-2C*.
Print Tax Form - Form 1095-C

If you consented to receive your tax form electronically or do not receive the paper form, or need to reprint it for any reason, you may do so by visiting My Illinois State. After using Central Login, you may access the Form 1095-C by utilizing the iPeople menu selection Tax Forms and 1095-C.

Submit Federal and State Forms W-4s

Online tax withholding forms allow employees to update their withholding status online using the actual state/federal agency form.

Submit Form W-4s by visiting My Illinois State. Click on the Pay & Benefits tab. Select W-4 Tax Information.

Resources:

- Complete Federal Form W-4
- Updating Tax Withholding – Self Service
- Settings for downloading pdf for Self Service

Enroll or Update Direct Deposit

Enrolling in Direct Deposit is as easy as 1-2-3!

1. Obtain your bank information
   - Bank routing and account number

2. Enroll online using iPeople Self-Service
   - Must be on campus or using ISU VPN

3. Validate with the University Payroll Office
   - Call (309) 438-7677

Enroll or update direct deposit by visiting My Illinois State. Click on the Pay & Benefits tab. Select Direct Deposit.

Instructions for enrolling in direct deposit may be found here.

Illinois State University encourages and recommends employees enroll in direct deposit.