



**OFFICE OF THE
COMPTROLLER**
Illinois State University

Payroll

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 [University Payroll Office website](#) and fill out the related form.

The university payroll office may be contacted at (309) 438-7677.

[Back to iPeople](#)

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 re-print 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 re-print 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.