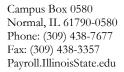
University Payroll Office



Request for Replacement Pay Advice

Pay advices will be sent by US Mail upon written request received on or after the scheduled payments. To request a replacement pay advice:

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

ILLINOIS STATE

Illinois' first public university

UNIVERSITY

Verify your address within iPeople Self-Service (<u>https://tools.illinoisstate.edu</u>) to ensure accurate and timely delivery of your pay advice. If you are unable to update your address in iPeople, contact Human Resources at (309)438-8311.

Personal Information				
l am a:		Delivery:		
UID:	Phone:	Email:		
If you are picking	up your pay advice, bring in a ph	oto ID (such as University	ID card or Driver's Licen	ise)
Mailing Address	Note: This addre	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 consider	red invalid if it has been altered in an	y way or any unauthorized a	lditions have been made t	o it.
I am requesting my pay ad	vice for the following pay date	://	Requests may only be	made on a per check basis.
Employee Signature		Date	//	
Printed Name				
University Payroll Office	(UPO) Use Only			
Date Mailed / /	UPO Initials			
Pickup Date / /	Employee Signature _			

An equal opportunity/affirmative action university encouraging diversity