



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)

Verify your address within iPeople Self-Service (<https://tools.illinoisstate.edu>) 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

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)

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 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 _____