Instructions for ePortal
Accessing Pay Stub

Your CLIU ePortal Login is: _____

To Log-in to the Employee Portal:

1. Go to the CLIU website at http://www.cliu.org
2. Under the Faculty & Staff, Select CLIU ePortal from the drop down menu.
3. Enter the assigned login provided above.
4. Enter your password (Defaulted to the last four digits of your SS#)
5. You may enter a new password. _____
6. Enter your IU email address. _____@cliu.org
   (*Initial password for email is the last 6 digits of your SS#*)
7. Select a security question. Your answer is: _____
8. Save the changes.

Please note: Steps 5-8 is only required the first time you log in unless you choose to make additional changes.

Message Center Tab:

By default, the Message Center displays available messages loaded by the CLIU. These messages consist of text and can include attachments or a link to a valid web site address. Initially, the first 50 characters of each massage display in the grid. Click the desired message link to display the full message.

Employee Tab:

Pay History

- By default, the current year displays in the **Year** field. As needed, you can select a different year from the drop-down list box.
- Click the desired **Check Number** to view check stub.
- Review the check stub. You can use your browser's print feature to print the check stub.

Personnel

This option will allow you to review your personnel payroll information on file with payroll department. (i.e. Direct deposit information)

You will be able to login into ePortal within one week after the CLIU Board Meeting. (This is the approximate time in which you are added in the payroll system.) These meetings take place on the third Monday of each month unless announced otherwise.

QUESTIONS?
Contact INFO: 610-769-4111
X1067   Nancy Kern, Payroll Specialist   kernn@cliu.org
X1258   Stacy Hall, Payroll Coordinator   halls@cliu.org