EMPLOYEE PORTAL

The Employee Staff Portal is now available for you to view your pay stubs and W2 forms. The link below will give you access to the portal. Once you access the link you will be able to sign in with the same username and password that you use to login to your school computer.

https://fis2.csiu-technology.org/CMVT/

Once you are in the Portal you will need to click on the Staff Portal tab at the top left of the screen. Next, click on the My Information tab. Under My Information you will have access to your Pay History. This is where you will be able to view your pay stubs and W2 forms. If you would like to view your W2 form, please go to Pay History and click the drop down box to change the year to 2021. You will see a message at the top center of the screen with a check box. Clicking on this box will allow you to view your W2 on the portal. You will be able to view and or print your W2 form immediately by clicking on the Print W2 option that appears on the upper right side of your screen. If you choose the option to view your W2 on the portal, you will not be given a paper copy of your W2 by the Business Office. If you later decide that you need a printed copy, please see me.

The My Absences tab is currently available ONLY to VIEW absence information. It is not available to schedule days off. We are currently in the process of obtaining software that will make this possible. Requests for changes to Direct Deposit or personal information should still be made in the Business Office. Eventually you will be given the ability to make those changes through the Portal as well.

Hopefully you will find the Staff Portal convenient and helpful. I am available to help if you have questions regarding the Portal or with any other payroll questions.