Steps to register at CSI payroll portal

1. Go to the website https://paystub.monroe.k12.nj.us (type the web address into the address bar of your computer, not your search engine) and bookmark the website → click on the "Forgot Password" link at the bottom of the page.

2. On the next page → Enter your Monroe Township BOE work email address → then click "Send Reset Password Token"

   a. If the employee name is John Williams → The email address format would be: first name.last name@monroe.k12.nj.us → example john.williams@monroe.k12.nj.us

   b. Substitute Employees or Students need to use their personal email address or Frontline email address they provided to the district and the email address will not need a dot between the first and last name unless they have it in their email address.

3. A temporary password (passwords are case sensitive) will be sent to your work email address.

4. After the password is sent, click the back button on your web browser or go back to the original website https://paystub.monroe.k12.nj.us and enter your work email address and the temporary password.

5. After you are logged into the website, a demographics page of personal information will be available.

6. On that webpage, click the "Change Your Password" link in the upper part of the webpage next to your work email address.

7. Change your password (the password must consist of 1 character, not a number or letter) and click the "Change Password" box.

8. A message of "Password Changed Successfully" in green appears right underneath the typed in password.

9. Now click on the "Demographics" link on the left side of the webpage.

10. Please enter your Emergency Contact Information and click "Save"

11. A "Help" link is also provided on the upper left side of the website if assistance is needed.

We also strongly suggest that all employees view their current banking statement and payroll paystubs online through the Monroe paystub portal every pay period. This will help ensure that the paychecks are being processed properly and the direct deposit information for the pay period has not been compromised.