Employee Portal

Michigan **C**ollaborative **A**dministrative **S**olutions for **E**ducation

Paystub Viewer

Website Link:
https://employee.micase.org/

Video / How to view Online Paystub
https://employee.micase.org/help/Tips/OnlinePaystub.aspx

Please review the Password Policy. The following are especially important tips…

- Your password must be a "strong" password. A strong password consists of:
    - Multiple words, containing letters, numbers, and punctuation
    - Minimum 8 characters
    - Lower case letters
    - Upper case letters
    - Numbers)
    - Special characters: including "spaces" and/or: `~!@#$%^&*()_+=-|\}]{[:;?/>.<
- Make it easy for you to remember vs. writing it on a sticky note and leaving on your monitor.
- Do not share your password - not even with the MiCase Support Specialists. If we need to access your account, we will make a temporary password and then have you create a new password after we are done.

Login Tips

- Duplicate logins are not allowed.
- Characters not allowed in login: Spaces, Comma (,), quote ("), apostrophe (')

Note: for security reasons… if you experience an error during the save process, the form will not contain your password/confirm values. Please re-enter them prior to pressing the save button again.

Common Issues & Solutions
Your District's HR/Payroll department can help!
Employee Portal

- Locked out? Open the Employee Portal again - or use the Consortium Setup/Forgot Password option to reset your login information
- Error message that says your data cannot be found? Contact your HR/Payroll Department - they will verify/correct the data, as necessary
- Error logging in - use the Consortium Setup/Forgot Password option to reset your login information
- New employee? Your district must upload your first pay data, before you can use the Portal