



ONLINE PAYSTUB OPT-OUT/IN REQUEST FORM

Beginning March 10th, 2014, CDU will provide employees with electronic pay statements in an online format. Employees will be able to view and print their electronic pay statements through a website that is password protected. Employees will be able to view their pay information by accessing the Charles R. Drew University of Medicine and Science Business Portal – Employee Self-Service Suite.

Individuals that wish to “OPT OUT” and continue receiving a mailed, paper copy of their paystub must complete the information below and check the “OPT OUT” box sign this form and deliver it to the Department of Payroll (Charles R. Drew University of Medicine and Science – Department of Payroll, COBB 299, 1731 E. 120th St., Los Angeles, CA 90059).

Individuals wishing to “OPT IN” to online paystub access using CDU Business Portal and therefore **stop** receiving mailed paper copies must access the CDU Business Portal link at CDU’s Faculty/Staff website: <https://myportal.cdrewu.edu>. When prompted to login, the employee will be required to use their entire email address (including the “@cdrewu.edu”) as the username.

Please note that the Online Paystub Request Forms must be received in the Department of Payroll 15 days in advance of a pay date in order to be effective for that pay date.

Employee Name: _____ Employee ID#: _____

Employee Signature: _____ Date: _____

Phone Ext#: _____ Department: _____

I would like to “**OPT IN**” to the CDU Business Portal and receive a paystub electronically.

I would like to “**OPT OUT**” of the electronic paystub and receive a mailed paper copy instead.

By “Opting Out”, you understand that you are opting out of access to the online version of your paystubs. This means that your paystub will be mailed to your current mailing address on the Employee Self-Service Suite (CDU Business Portal).

I confirm that I have checked my address online and it is correct as of this date: _____.

(For information on how to check and update your mailing address, please visit the webpage provided above.)