

BASD Online Employee Portal

The Employee Portal is available 24-7-365.

[View or Print Paystubs](#) *** [View Payroll History](#) *** [Review Demographics](#)

Employee Portal Log-in

1. Click on the Payroll Employee Portal link found on the district's webpage under the "For Staff" link.
2. Your assigned login is your three initials (lower case) plus your four-digit employee ID#. Your employee ID# is found on your paystub. If your ID# is only 3 digits long you must add a zero to the front of the number. Eg: jqp0333
3. Your assigned password is "abc123." If this does not work, try the last four digits of your Social Security Number instead.
4. Enter your own password and add your personal e-mail address.
5. Create a password question and answer for your use in case you forget your password. **The District does not keep a database of passwords so please record it and keep it in a secure place.**
After three unsuccessful attempts to sign into the portal, you will be locked out.
Please contact Katie Walter or Suzanne Erwin, by email, to have your account unlocked at their earliest convenience.

Employee / Pay History

Please be patient, depending on the size of your pay history, loading may be delayed

1. The current year displays by default. You may select a different year from the drop-down box. You can view your entire paycheck history from 1990 to present.
2. Your 10 most recent checks are displayed. Use the page numbers at the bottom to view additional pay history.
3. You can sort the year's check history by Check Date, Check Number or Net Pay. To sort in ascending or descending order, click on the column headings.
4. To view a specific check stub, click the desired Check Number. The paystub for that check number will appear.

Personnel

You will see your basic demographic information currently retained in our personnel & payroll modules.

**** The number listed as your "Primary Phone Number" is your emergency calling system number. ****

If you need to request a name, address or phone number change, please go to the BASD website, follow the District and Payroll links to locate the Personal and Residency Change forms. You must print out a hard copy of the form(s), complete it and forward it to Payroll at 150 Lorana Ave.

We cannot process your name, address or phone number change requests by email or telephone.