

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 Financial Employee Portal link found on the district's webpage under the "For Staff" link.
2. Click **Sign in with Microsoft**.
3. Follow the prompts to complete the authentication process.

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.
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.
5. For tax filing status changes, you must fill out and attach a new W-4 form or print and send to **Payroll**.

W-2 Printing Instructions

1. Login to the Financial portal, select Staff Portal, click My Information, and then Pay History
2. Change the year drop down menu to whatever W-2 year you need, and on the right-hand side, you will see Print W2 appear. Click the link and then you will be able to see and print your W-2.

Electronic Consent Instructions

1. Login to the Financial portal, select Staff Portal
2. Click My Information, and then Pay History
3. Click the box next to **I consent to receive my Form W-2 electronically in the Staff Portal. I understand I will not receive a paper Form W-2 for my next W-2.**

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. For address changes, print out a hard copy of the form(s), complete, and forward to **Human Resources** at 150 Lorana Ave or submit your request electronically and attach the form(s). For name changes, you must print and complete the form(s), include a copy of your driver's license, social security card, and a new W-4 form. Please send to **Human Resources**.

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

**Please contact Kristen Green (monthly payroll), or Melissa Stiles (biweekly payroll)
with any Employee Portal questions.**