Payroll Portal Instructions:

You may access the payroll portal by going to the main website, www.bhprsd.org. Click on Departments, then Human Resources and payroll portal, which is on the lower left hand side. You do not have to login to the website.

This will bring you to the login page. You may use your work email **or** a personal email address. Type in the email address you are using, click on forgot password, and a link to set up a password will be emailed to the address that you typed in. Click on the link and this will take you to a page to put in your new password. All passwords must be a minimum of seven characters, but there are no requirements other than that. If you forget your password at any time, repeat this step. You will have 6 attempts to log in with your password. After 6 attempts, your account will be locked. The portal will auto–reset within 10 minutes and unlock your account, so you can try and log back in.

If you want to use a personal email address, you must send your personal email address to jzuzulock@bhprsd.org **prior** to setting up a password. You will receive a confirmation from payroll once this information has been entered into the payroll system. Follow the steps above to login and create a password.

Choose the Paychecks tab and choose the pay stub you would like to view. You may also view your attendance history by selecting the attendance tab.

Employees who leave the district will have limited access to the portal through a personal email address only. Contact Central Office so that we may update your information.

The log out is in the upper right hand corner, with a drop down arrow.