



# Urbana Park District

## KEEP THE FOLLOWING TWO PAGES FOR YOUR RECORDS

### BS&A Online: Employee Self Service (ESS)

The Urbana Park District has switched to a new financial and payroll software system called BS&A. Pay stubs will only be available electronically. There are two ways to access your pay stub:

1. Pay stubs will be emailed to the email address you provided on the Employee Record Form on a bi-weekly basis. If you need to update your email address, please complete the Address Update Form. The email sender is "BSA Notifications". To access the attached secure PDF file of your pay stub, you will be prompted to enter a password, which will be the last four digits of your social security number.
2. Payroll information and pay stubs can also be accessed on the BS&A Online Employee Self Service (ESS) portal. You should have received an email from BS&A Online Services regarding your registration for Employee Self Service (ESS). The registration email contains a hyperlink which each employee needs to click to activate your account. Your username will be the email address to which you are receiving this message. Your initial password will be your entire last name and the last four digits of your social security number. This will be all lower case, with no spaces. For example, roland5555

Your supervisor has attended training on the ESS portal and can assist you. You may also reach out with any questions to the Administration Office by calling 217-367-1536.