https://employee.boycecloud.app/tenant/BlufftonHarrison
Welcome to the BHMSD Employee Hub!

With Employee Hub, you can easily manage your personal information, ensuring it stays accurate and up to date. The hub also allows you to receive and review alerts and messages from Employee Hub administrators, as well as view and acknowledge documents sent from the financial software system – such as pay stubs, contracts and tax forms.

A welcome email will be sent to your bhmsd.org email address (if you are assigned one) or personal email in a day or two after you begin your employment. Follow the instructions below to set up your account. A user guide for employees has been attached for your review.

If you have any questions please contact Shannon Krider at the Central Office.

1. Your Welcome email will look something like this:

From: **Employee Hub** <postmaster@mail2.boycesystems.com>
Date: Thu, Jun 25, 2026 at 2:19 PM
Subject: Welcome to BHMSD Employee Hub
To: <bid@bhmsd.org>
Reply To Sender: skrider@bhmsd.org

Welcome to BHMSD Employee Hub…..(more verbiage here)

Employee Hub **Click this link**

2. Once you click the BLUE Employee Hub link you will receive a separate email that looks like this. (You may need to check your Spam/Junk folder.)

From: **Boyce Systems** <noreply@development.boycesystems.com>
Date: Thu, Jun 25, 2026 at 2:19 PM
Subject: Setup your password
To: John Doe <bid@bhmsd.org>

Your account has been created and you must set up a password. Click on the following link to set up your password.
https://auth.boycecloud.app/password/change/JLBSrlihDE830DVcutJYRVP2QhHMSbK46NUG2ciAR1U?client_id=&tenantId=a5758575-ad05-4989-8aab-449b9de0ed76

- Boyce Systems

3. **Enter your email address and choose a password**

Employee Hub – Employee Users

With Employee Hub, you can easily manage your personal information, ensuring it stays accurate and up to date. The Hub also allows you to receive and review alerts and messages from Employee Hub administrators, as well as view and sign documents sent from the business office – such as pay stubs, contracts, and tax forms.

No matter where you navigate within the application, your username and a notification bell will always be visible in the upper-right corner of the screen. You can choose to dismiss notifications at your convenience. If an administrator has saved a profile picture on your record, it will appear next to your username.

Home

Upon logging in, the Home page is the first screen you will see. From here, you can:

- Review alerts sent by administrators. You can remove an alert at any time; it disappears on its own when it expires.
- Access Quick Links to navigate to the most frequently used areas of the system.

Click Help Center on the Home page to open a dedicated support area where you can:

- View contact information for your Employee Hub administrator(s).
- Review the previously accepted End-User License Agreement (EULA).

Settings

Stay informed about important activity – such as new messages, uploaded documents, or items requiring action (for example, signing a contract) – by customizing your notification settings in the Settings tab.

- **Notification Options:**
  - **Email Notifications** – to enable email alerts:
    1. Enter a valid email address
    2. Select **Enabled**
    3. Click **Verify Email** to receive a verification code
    4. Enter the code in the pop-up window and click **Submit** to confirm your email address

- **SMS Notifications**: if your school supports SMS alerts
    1. Enter your mobile phone number
    2. Select **Enabled**
    3. Click **Verify Phone** to receive a verification code by text
    4. Enter the code in the pop-up window and click **Submit** to confirm your phone number

You may opt in for both email and SMS notifications if available. To receive updates through both, ensure each contact method is valid and enabled.

Manage notification preferences by navigating to the Settings tab in the main menu or clicking the picture/username in the upper-right corner and selecting Settings from the dropdown menu.

My Profile

My Profile includes several submenus where you can view your personal information as stored in your school's financial system.

- **My Information** – review your basic demographic details, including contact information, additional email addresses, and phone numbers. If your employee file includes contacts, their details will also be displayed.

  Each card includes a **Change** button that allows you to update your personal information. When you select this button, a pop-up window will open displaying the details for that specific card. Make any necessary updates – or add new information – and submit your changes for approval.

  After submission, your request will appear with a **Pending** status under **Forms > Previous Submissions** until it is approved or declined. You can also Cancel a submission if it is still in the Pending status. Once a decision has been made, you will receive a notification. If your request is approved, your information will be updated accordingly.

- **Emergency Contacts** – organize your contacts in the order in which they should be contacted in case of an emergency.
- **Dependent(s) and Other Contact(s)** – individuals who are not emergency contacts but need to be listed on specific tax forms (Form 1095-C).

- **Direct Deposit** – view the bank(s) and account(s) where your paychecks are deposited.
    - The **Change** button will allow you to add new direct deposit accounts if your school corporation allows it. Verification documents may be required to submit your request.

- **Taxes** – review your W-4 and WH-4 tax filing status information. *Note: To update your filing status, a new W-4 and/or WH-4 must be completed. You can submit these from the Forms menu.*

- **Benefits** – review your benefits and deductions. This grid will display the name (as printed on your pay stub) and whether it is employee or employer paid. The Note column explains how the amount is calculated and shows the bank account the deduction is deposited to, if any. Depending on your school corporation's settings, you may be able to click Change to update the amount or percentage you contribute and/or the bank account where it is deposited. Changes are submitted for approval.

- **Electronic Consent** – during the opt-in window, choose whether to receive your tax forms electronically. Your selections from previous years in Employee Hub are shown here.

Leave Time

The Leave Time menu is not used at all school corporations; if you have questions about your leave balances, please reach out to your business office. Where it is available, it provides multiple views to help you track and understand your current leave balances:

- **Summary** – displays the types of leave time and how the balance is calculated.
- **Detail** – shows the dates and units used, earned, or carried over that make up the balances on your Summary screen.
- **Calendar** – allows you to see the dates and types of leave time used/carried over in a specific month, week, or day.

Needs Attention

The Needs Attention menu may include up to three submenus depending on your permission level. If you have any pending items, a red circle will appear indicating the total number of items requiring your attention.

- **Signatures** – displays a red circle with the number of documents waiting for your signature. Each document includes the following details:

    - Sign By Date – the deadline for signing the document
    - Days Remaining – the number of days left until the Sign By Date
    - Date Sent – when the document was uploaded
    - Reference – a brief description of the document

    To review a document, click View/Sign. A pop-up window will open with the document and three available actions:

    - Sign – if all information is correct, click Sign, review the **Sign Document** pop-up, and click I Agree. Clicking I Agree serves as your electronic signature. The document is removed from your Signatures list and stored in the appropriate category under Documents. To go back without signing, click Cancel in the Sign Document pop-up; the document stays in your Signatures list.
    - Decline – if any details are incorrect (contract amount, name misspelled, etc.), click Decline and select a reason. Some reasons ask for additional details, such as the correct spelling. The document will be removed from your Signatures list, and your administrator will be notified.
    - Cancel – to take no action, click Cancel or the 'X' in the upper-right corner. The window will close, and the document will remain in your Signatures list for future review.

- **Forms Needing Completion** – coming soon

- **Approvals** – displays a red circle with the number of requests requiring your attention. Each request will include the requesting employee's name, the type of request, and the date the request was submitted.

    - To take action, click Approve/Decline. A pop-up window will appear with the request details. You may also choose to Save as PDF to view the request in a separate window.

        - Approve – a confirmation window will appear where you can optionally add comments before approving.

- Decline – a comment is required when declining a request. A pop-up window will prompt you to enter your reason.
- Cancel – click Cancel to close the pop-up window and return to the Approvals grid without taking action.

Forms

Submit new requests and review your previous submissions under Previous Submissions. More forms will be added over time.

Documents

The Documents menu allows you to view important files such as pay stubs, tax forms, contracts, and other employment-related documents. Please note that documents requiring a signature, such as contracts and Reasonable Assurance Letters, will only appear here once they have been signed.

For each document type, you can use the calendar filter to narrow down the list of displayed items. Selecting specific dates will limit the grid view to documents uploaded or issued within the chosen timeframe.

Message Center

The Message Center functions like an email inbox, allowing you to review all messages you have received. You have the option of marking messages read, keeping them unread, or deleting them from your Message Center screen. Messages may be deleted automatically if the administrator set an expiration date.

Regardless of your notification preferences, the system will automatically update when new messages arrive. A red circle will appear on the Message Center menu bar, indicating the number of unread messages awaiting your attention.

Logout

You can log out of Employee Hub using one of two methods:

- Select the Logout option from the main menu
- Click your profile picture/username in the upper-right corner, then choose Logout from the dropdown

Once logged out, you will be returned to the login screen, where you can re-enter your username and password to access the application again.