

# EMPLOYEE SELF-SERVE

The City uses a Self-Serve Portal for employees to request minor changes (address, phone number, etc.) to their records, view their check stubs and leave balances, and to access the Personnel Policies and Handbook. You will receive an email from BS&A with registration information. You can access Self-Serve at anytime at the bottom of each webpage on [CityofCovington.org](http://CityofCovington.org).

## USERNAME:

The personal email you provided

## PASSWORD:

Your last name (all lowercase) plus the last four digits of your Social Security Number

