E-Pay Stubs

- E-Pay stub is a BAI.Net offering that allows locality employees to view their earnings via the Internet from their office or home.
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User Instructions

BAI.Net login
1. Open up a Internet Explorer session
2. Go to the county web page and use the employees link or Go to the following link: http://www.pulaskicountyva.gov/bai_software/bai_admin/login.aspx
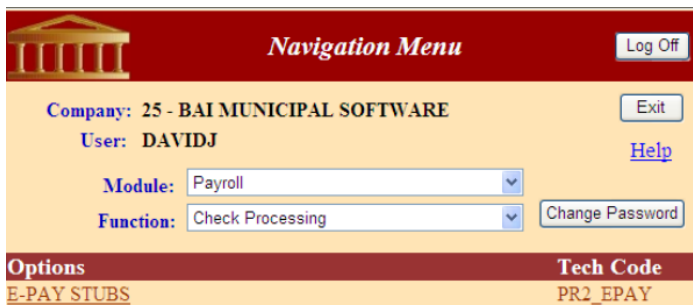

3. The login and password is different for each county division. The login and password are the same. "PR" is capital!

County:	PR001
Schools:	PR002
Social Services:	PR003
PSA	PR004

   NOTE – This is just the login to get into the BAI.Net system. This has nothing to do with E-Pay stubs at this point.
4. Click the Login button
5. The following screen will appear

6. Since E-Pay stubs is the only option in the BAI.Net Payroll package, this will be the only option listed under the "Options" column.
7. Click on the link for "E_PAY STUBS"
8. The following screen will appear. If you have a PIN, skip to step 10.

9. * **First time only** * the user will need to create a PIN (Personal Identification Number)
    a. In the upper right hand corner, click on the link to create a PIN or for other options.
    b. The following screen will appear

    c. Click on Create a New Pin
    d. The following screen will appear

BAI.Net PAYROLL
Create New PIN
CO#: 25 , BAI MUNICIPAL SOFTWARE

Help   Return to Navigation   Log Off   Exit

Enter all the following information, then click the "Submit" button.

First Name
Last Name

Social Security #

Email Address
Re-Enter Email address to verify

PIN
Enter at least 5 characters. This field is case sensitive.
Re-Enter PIN to verify

Question to ask if PIN forgotten
Answer
Re-Enter Answer

Previous   Submit

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e. Enter all the information on the screen and press the "Submit" button:
    i. You should receive an email to the email address you entered verifying the creation of your PIN.
    ii. Store this PIN in a safe place. You will need this PIN each time you login in to review your earnings.

BAI.Net PAYROLL
Personal Identification Number Maintenance
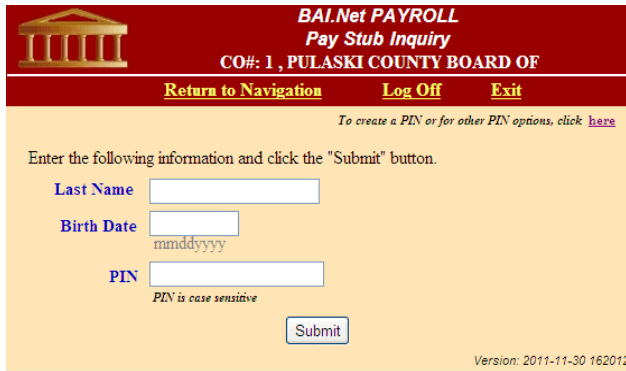CO#: 25 , BAI MUNICIPAL SOFTWARE

Help   Return to Navigation   Log Off   Exit

Create a New PIN

Forget Your PIN?

Change Your PIN

Change your Email address

Return to Processing

Your PIN was successfully created. An email has been sent to you for your records with the PIN you just created. Please click on the 'Return to Processing button' to continue.

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f. From this screen you can also receive an email if you forget your PIN, Change your PIN or change your Email address.
g. Now click the "Return to Processing button:
h. You should now be back to the following screen:

10. Enter your Last Name only, your birthday and your PIN
11. The following screen will now appear

	Check Date	W/E date	Check#/Direct Deposit#	Employee #	Gross Pay	Net Pay
Select	10/24/2006	10/24/2006	34539	7411	$2,666.67	$2,218.89
Select	8/11/2006	8/12/2006	9889	7411	$2,666.67	$2,218.89
Select	8/11/2006	8/12/2006	9889	7411	$2,666.67	$2,218.89
Select	8/11/2006	8/12/2006	9891	7411	$2,666.67	$2,218.89
Select	8/11/2006	8/12/2006	9891	7411	$2,666.67	$2,218.89
Select	8/11/2006	8/12/2006	9888	7411	$2,666.67	$2,218.89
Select	7/16/2006	7/14/2006	9889	7411	$2,666.67	$2,053.56
Select	7/13/2006	7/31/2006	9891	7411	$2,666.67	$2,053.56
Select	7/13/2006	7/31/2006	9891	7411	$2,666.67	$2,053.56
Select	7/13/2006	7/31/2006	9891	7411	$2,666.67	$2,053.56

1 2 3 4 5 6 7 8 9 10

Note - Items that are gray are Checks with a Check Date beyond Today's Date. Funds for these Checks may not be updated to your Bank Account at this time.

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From this screen you can do the following
    1. Start/Stop paper copy of your direct Deposit
            a. Note – This may or may not be available depending if the Payroll clerk has
                allowed this option.

    2. Change beginning date to display
            a. To change, click on the calendar beside the "Position to Check Date field"

    3. Select different pages to display
            a. Click on the page number

    4. Select detail earning information for a specific date
            a. Click Select next to the date to display

Below is a detail earning screen

Pay Stub Inquiry
View Statement of Earnings
CO#: 25 , BAI MUNICIPAL SOFTWARE

Help   Return to Navigation   Log Off   Exit

JARRETT LESIA
138 SOUTH POINTE
KINGSPORT, TN 0

SSN - XXX-XX-1080   Emp ID # - 7411

Pay Period Ending - 7/14/2006
Check Date - 7/16/2006
Check # - 9889

* Indicates CURRENT Information and not as of Selected Check Date.

Printer Friendly Page

Tax Information	
Marital Status	M
Fed Exemptions	0
Additional Amt.	0.00
State Exemptions	1
Additional Amt.	0.00

Special Messages

PLEASE REVIEW YOUR PAY STUBS CLOSELY.THIS IS MSG NUMBER 2

Earnings

Description	Current	YTD
Hourly Rate	$12.85	
Regular Pay	$2,666.67	$40,000.05
Overtime Hours	.00	.00
Overtime Pay	$0.00	$0.00
Other Pay	$0.00	$0.00
Gross Pay	$2,666.67	$40,000.05
Federal Tax	$237.92	$3,568.80
FICA Tax	$165.33	$1,818.63
Medicare Tax	$38.67	$580.05
State Tax	$113.19	$1,697.85
Voluntary Deductions	$58.00	$754.00
Net Pay	$2,053.56	$31,580.72

Before-Tax Voluntary Deductions			**After-Tax Voluntary Deductions**		
Description	Current	YTD	Description	Current	YTD
			BLUE CROSS/BLUE SHIELD	$45.00	$360.00
			HOSPITAL	$13.00	$104.00
			TOTAL	$58.00	$464.00

Employer Contributions

Description	Current	YTD
BLUE CROSS/BLUE SHIELD	$40.00	$320.00
HOSPITAL	$25.00	$200.00
WORKERS COMP	$133.33	$1,066.64
SOC SEC TAX	$204.00	$1,709.34
TOTAL	$402.33	$3,295.98

VRS Insurance Coverage over $50,000			**Leave Accounting**				
Description	Current	YTD	Leave Type	Bal Fwd	Earned	Taken	Balance

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