

Employee Log-In Instructions:

1. Access the online payroll site using the link located on the Brunswick County website at www.brunswickco.com. Hover over Government, then under Departments select Human Resources. and then select 'Online Payroll Services' in the menu to the left. You can also use the following link to access the website:
https://eservices.brunswickco.com/BAI_Software/BAI_Admin/login.aspx.



BAI MUNICIPAL SOFTWARE

Please Log On

User Name: [Help](#)

Password:

Company Number:

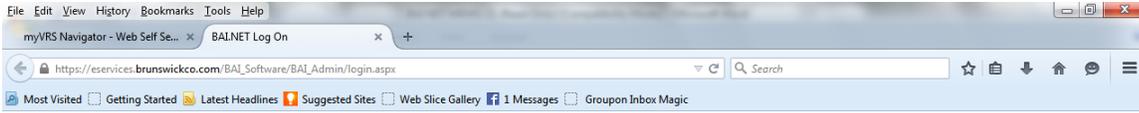
Leave Company Number Blank to Use Default Company

Review: 2014-01-09 233619

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2. Type in **SCHOOLS** as the User Name and **SCHOOLS** as the Password (must be in all caps, and leave the Company Number field blank). Then click the Log On button. Please note: *this is the User Name and Password that you will use when logging onto the system. You will create a PIN that is to be used when accessing your payroll information.*



BAI MUNICIPAL SOFTWARE



Please Log On

User Name: [Help](#)

Password:

Company Number:

Leave Company Number Blank to Use Default Company

Version: 2014-11-05 133619

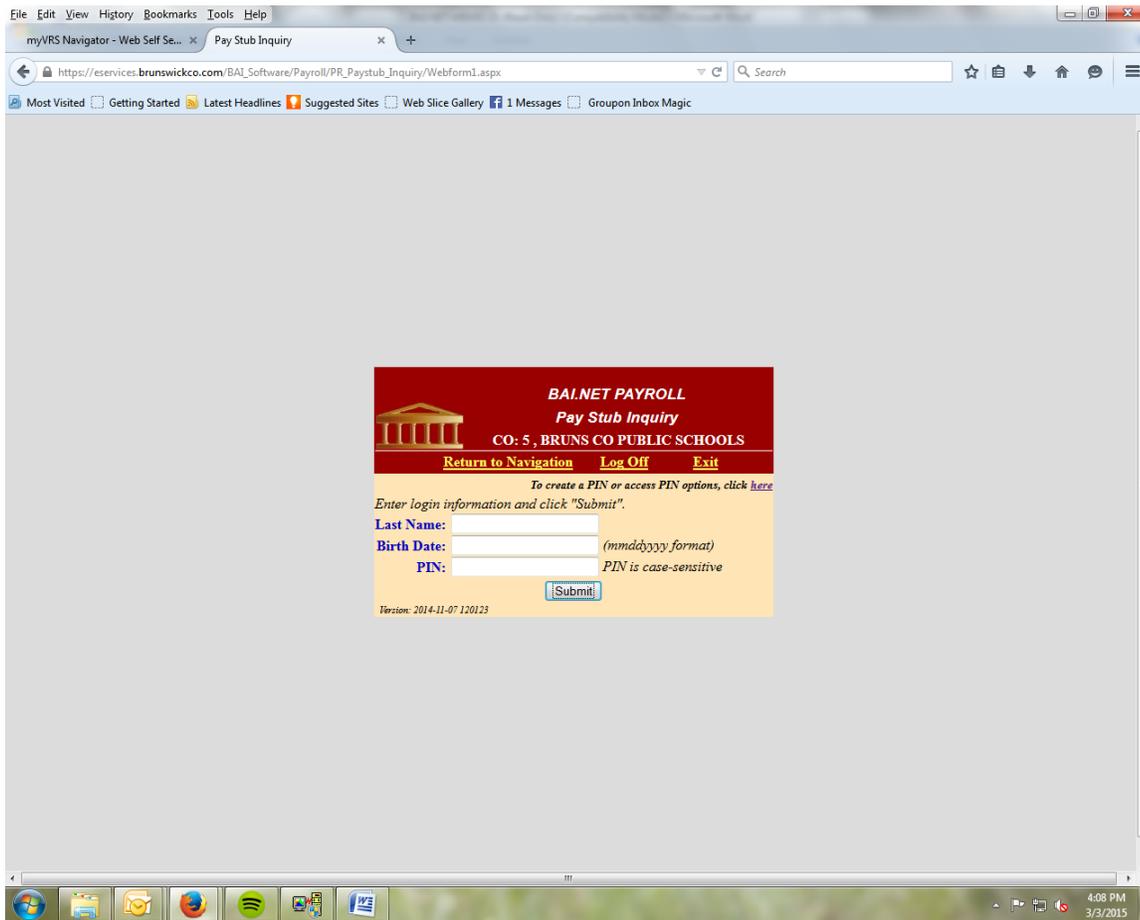
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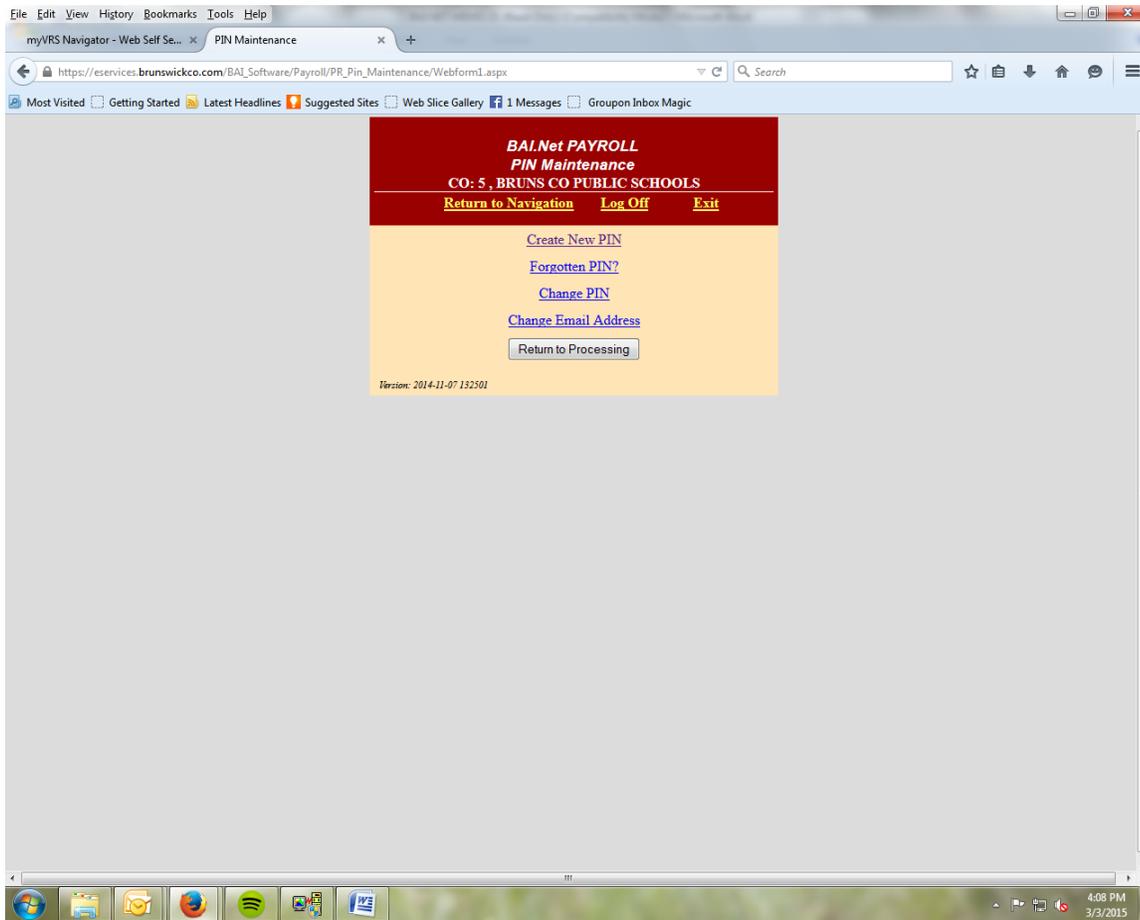
3. Choose the 'Check Processing' Function, then click E-PAY STUBS. This will take you to the log-in screen.



4. If you haven't already created a PIN, click on the link that reads 'To create a PIN or access PIN options, click here.' If you have already created a PIN, skip to step 7.



5. Click on 'Create New PIN.' This is also where you can access other PIN options, like resetting a forgotten PIN, changing a PIN, or changing your email address.

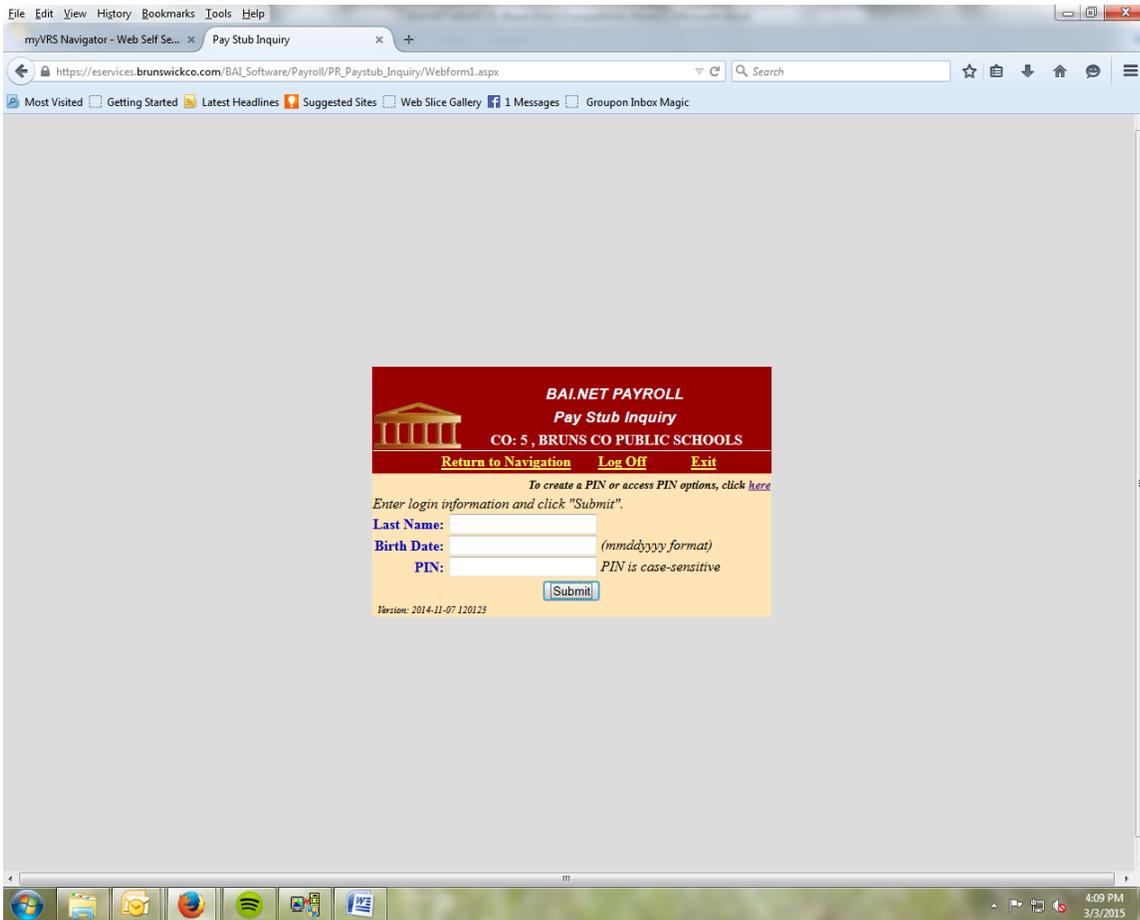


6. Complete the information requested to create a PIN. You will receive email notifications at the email address you provide here when your monthly direct deposit information is available. The PIN must be a minimum of five (5) characters in length and is case sensitive. Once you have completed all of the required fields, click the Submit button. You should receive confirmation that you successfully created a PIN (you will also receive a confirmation by email). Click the Return to Processing button to continue.

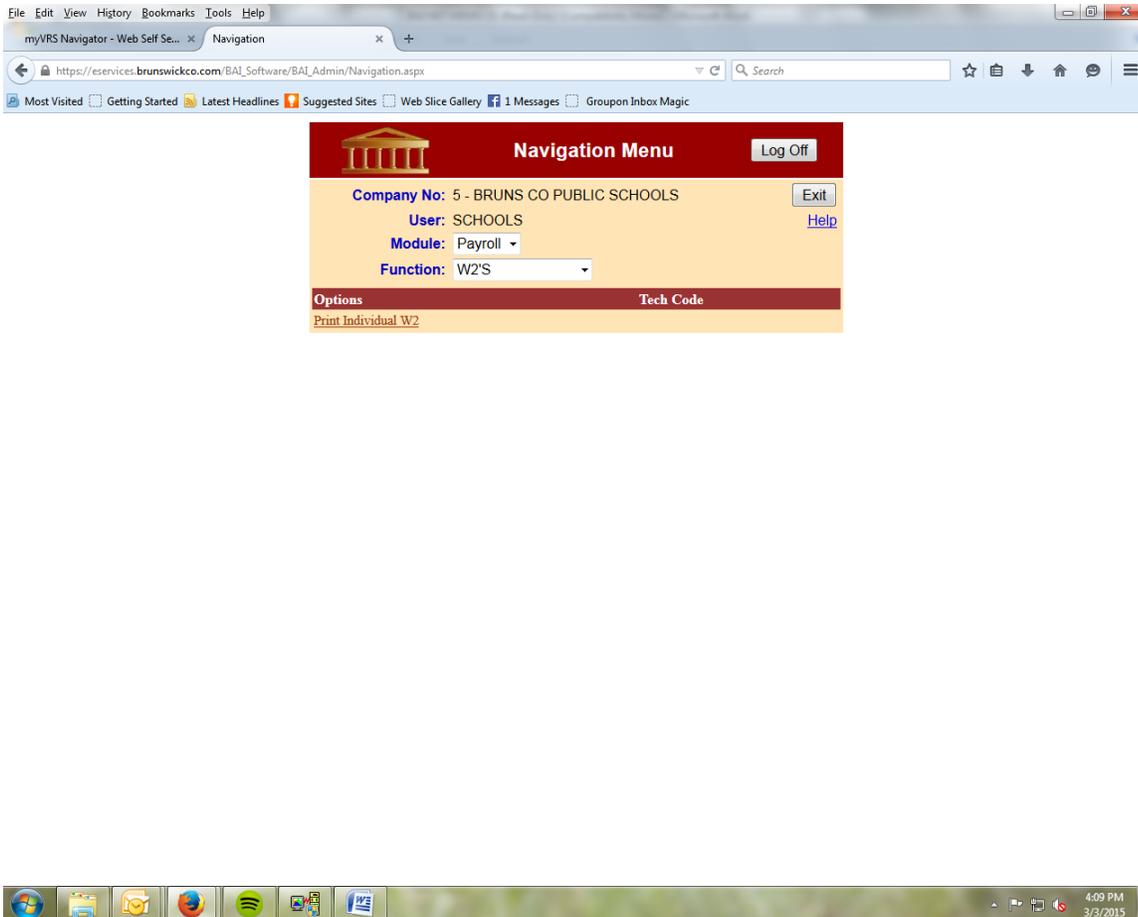
The screenshot shows a web browser window with the following details:

- Browser: myVRS Navigator - Web Self Se... x Create PIN
- Address Bar: https://eservices.brunswickco.com/BAI_Software/Payroll/PR_Pin_Maintenance/CreatePin.aspx
- Page Title: **BAI.Net PAYROLL**
Create New PIN
CO: 5 , BRUNS CO PUBLIC SCHOOLS
- Navigation Links: [Return to Navigation](#) [Log Off](#) [Exit](#)
- Instructions: **To create a PIN, complete the form below and click "Submit"**
- Form Fields:
 - First Name:
 - Last Name:
 - Social Security No: *Numbers Only*
 - Birth Date: *mmdyyy*
 - Email Address:
 - Re-enter Email Address:
 - PIN: *Minimum of five characters in length (case sensitive).*
 - Re-enter PIN:
 - Security Question:
 - Answer:
 - Re-Enter Answer:
- Buttons:

7. Complete the requested fields: Last Name, Birth Date, and your newly created PIN. You will then be able to access five (5) years of payroll history. You have the option to pull earnings history by a selected date range (at the bottom of the page), and from there you can print or export the information to a format of your choosing.



8. In order to access W-2 forms, click Return to Navigation, choose the W2'S Function, then click 'Print Individual W2.' You will need to log-in again using your Name, Birth Date, and PIN. You should then be able to access W-2 information for the current and prior years.



9. Be sure to click the Log Off button when leaving the website.