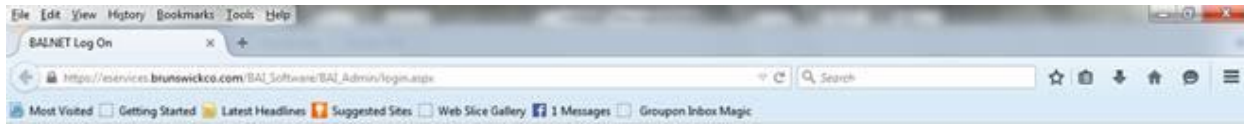
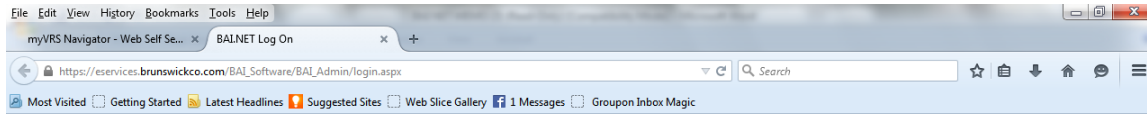


Employee Log-In Instructions:

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.

A screenshot of the BAI Municipal Software login page. The page has a red header with the text "BAI MUNICIPAL SOFTWARE". Below the header is a yellow banner featuring a classical building with columns. Underneath the banner is a red section with the text "Please Log On". The login form includes fields for "User Name", "Password", and "Company Number". There is a "Log On" button and a "Help" link. Below the form, it says "Leave Company Number Blank to Use Default Company". At the bottom, there is a version number "Version: 2014-01-09 23:00:00" and a copyright notice "© 2005-2014 BAI Municipal Software. All rights reserved."

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:

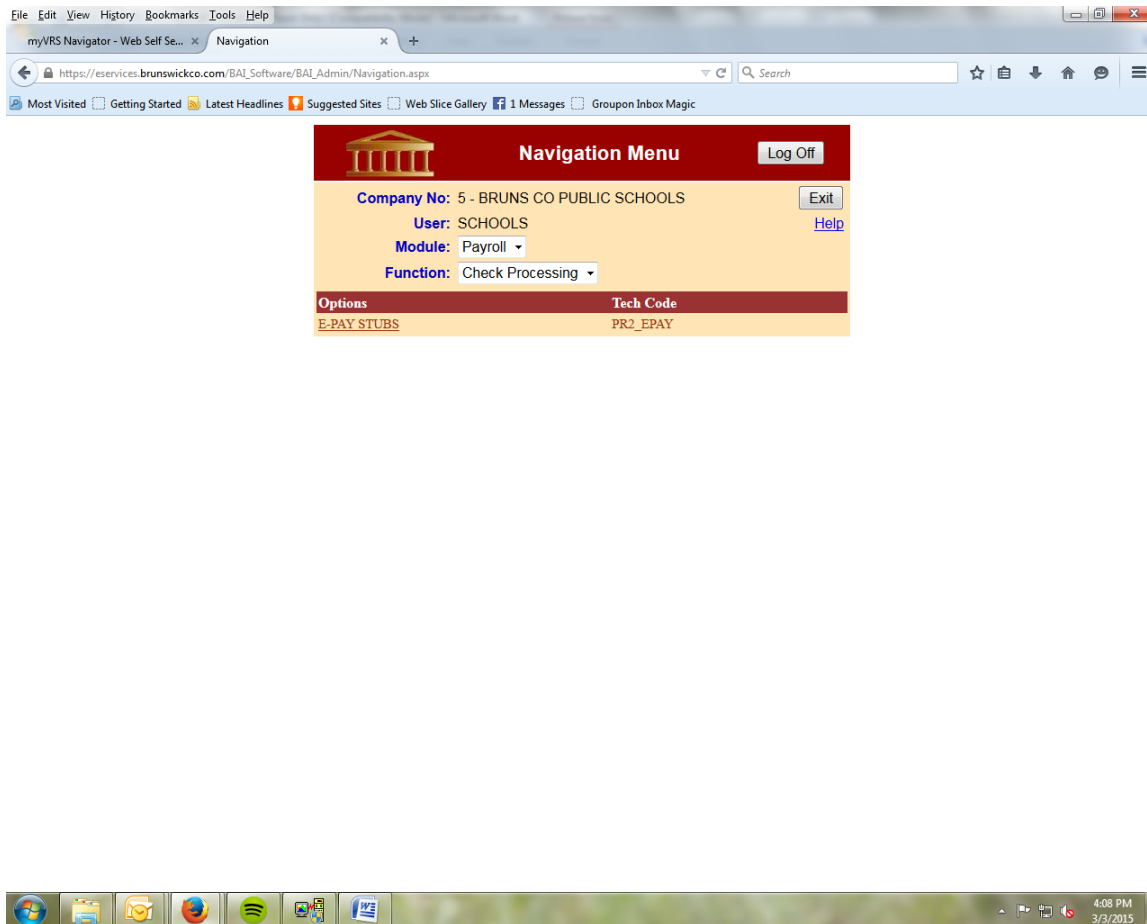
Leave Company Number Blank to Use Default Company

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.

myVRS Navigator - Web Self Se... x Pay Stub Inquiry

https://eservices.brunswickco.com/BAI_Software/Payroll/PR_Paystub_Inquiry/Webform1.aspx

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BAI.NET PAYROLL
Pay Stub Inquiry
CO: 5, BRUNS CO PUBLIC SCHOOLS

[Return to Navigation](#) [Log Off](#) [Exit](#)

To create a PIN or access PIN options, click [here](#)

Enter login information and click "Submit".

Last Name:

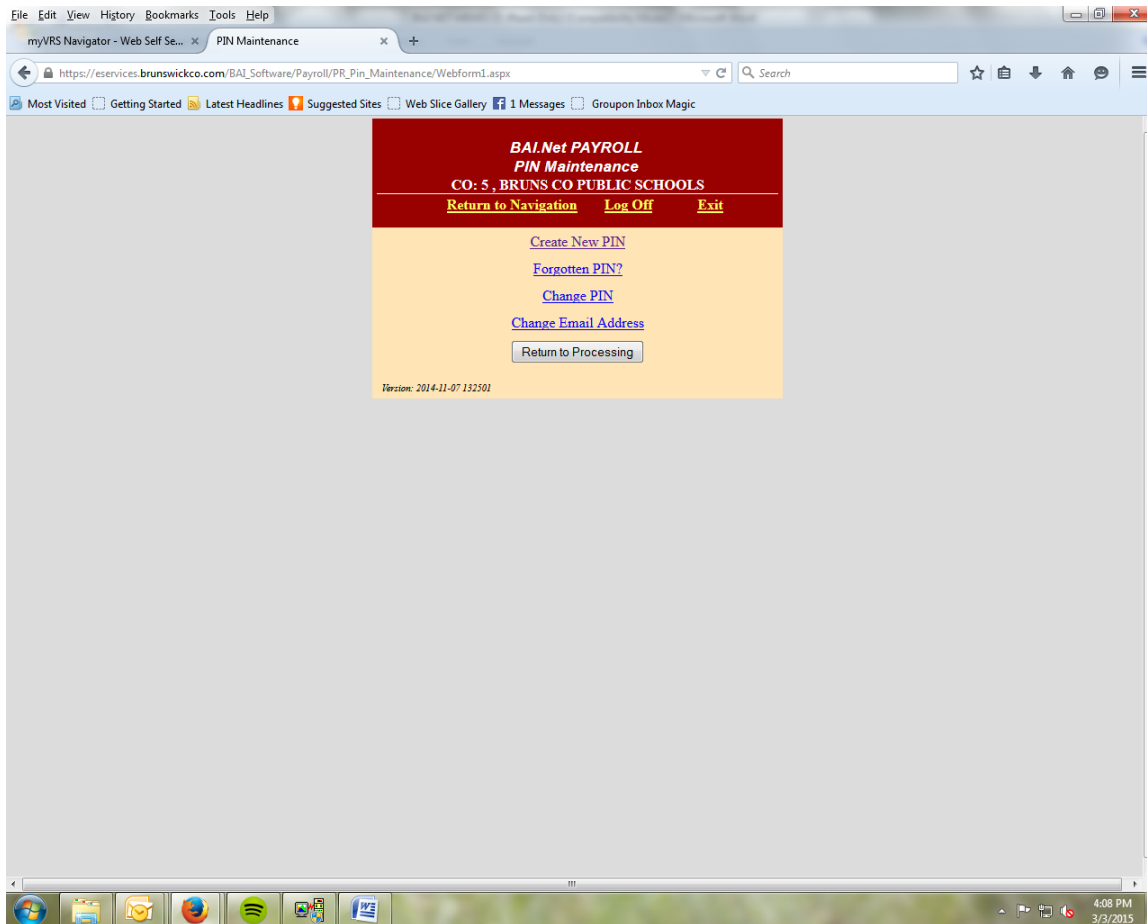
Birth Date: (mmddyyyy format)

PIN: PIN is case-sensitive

Version: 2014-11-07 120123

4:08 PM 3/3/2015

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 URL https://eservices.brunswickco.com/BAI_Software/Payroll/PR_Pin_Maintenance/CreatePin.aspx. The page title is "BAI.Net PAYROLL Create New PIN" and it is for "CO: 5, BRUNS CO PUBLIC SCHOOLS". Navigation links include "Return to Navigation", "Log Off", and "Exit".

The form instructions state: "To create a PIN, complete the form below and click 'Submit'". The form fields are as follows:

- First Name:
- Last Name:
- Social Security No: Numbers Only
- Birth Date: mmddyyyy
- Email Address:
- Re-enter Email Address:
- PIN: Minimum of five characters in length (case sensitive).
- Re-enter PIN:
- Security Question:
- Answer:
- Re-Enter Answer:

At the bottom right of the form are "Previous" and "Submit" 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.

The screenshot shows a web browser window with the address bar displaying https://eservices.brunswickco.com/BAI_Software/Payroll/PR_Paystub_Inquiry/Webform1.aspx. The browser's address bar also shows "myVRS Navigator - Web Self Se..." and "Pay Stub Inquiry". The page content is a login form for "BAI.NET PAYROLL Pay Stub Inquiry" for "CO: 5, BRUNS CO PUBLIC SCHOOLS". The form has a red header with a building icon and navigation links: "Return to Navigation", "Log Off", and "Exit". Below the header, it says "To create a PIN or access PIN options, click [here](#)". The form fields are: "Last Name:" with a text input, "Birth Date:" with a text input and the note "(mmddyyyy format)", and "PIN:" with a text input and the note "PIN is case-sensitive". A "Submit!" button is at the bottom of the form. The version number "Version: 2014-11-07 120123" is displayed at the bottom left of the form. The browser's status bar at the bottom shows the time as 4:09 PM on 3/3/2015.

BAI.NET PAYROLL
Pay Stub Inquiry
CO: 5, BRUNS CO PUBLIC SCHOOLS

[Return to Navigation](#) [Log Off](#) [Exit](#)

To create a PIN or access PIN options, click [here](#).

Enter login information and click "Submit".

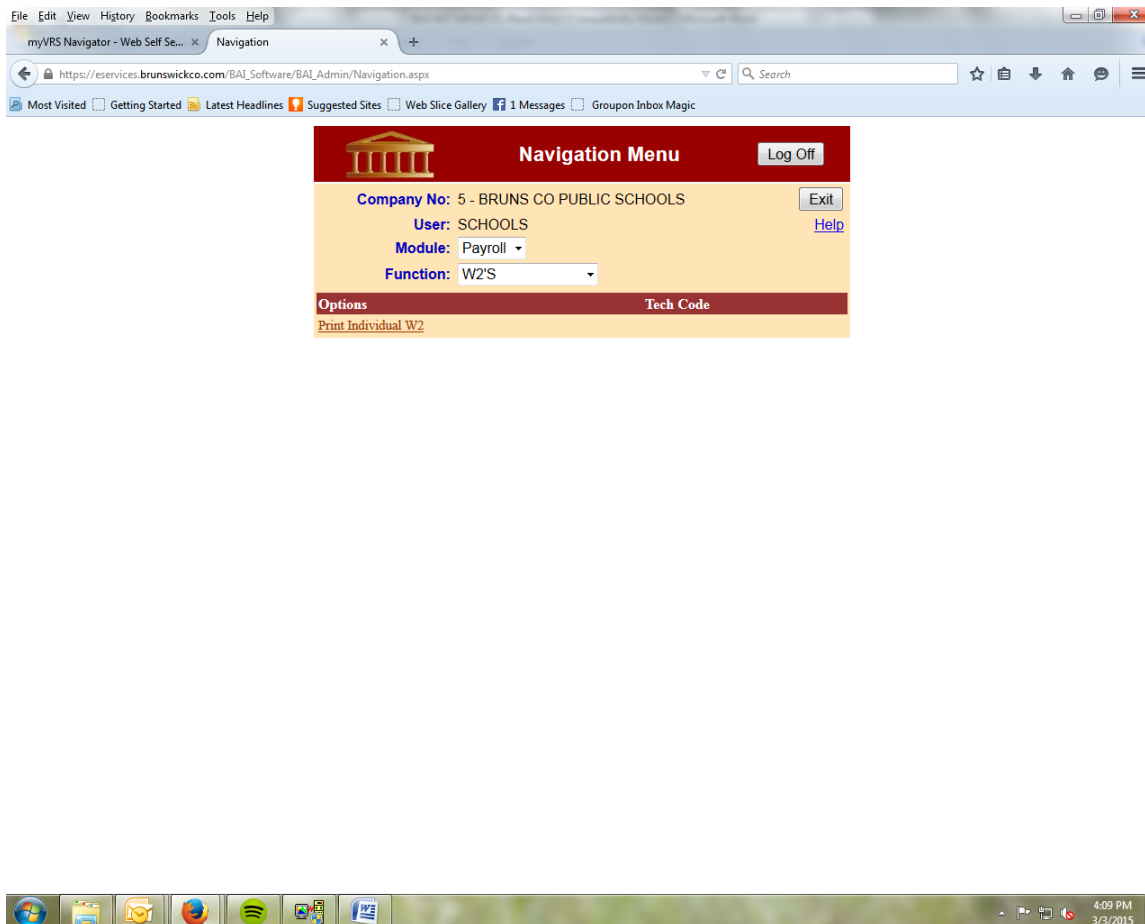
Last Name:

Birth Date: (mmddyyyy format)

PIN: PIN is case-sensitive

Version: 2014-11-07 120123

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.