

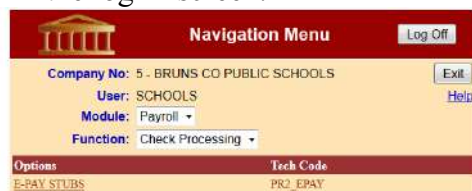
Employee Log-In Instructions:

1. Access the Brunswick County website at www.brunswickco.com. Hover over Government, then County Departments, then Finance, and then click on Human Resources and then 'Employees Only.' You can also use the following link to access the website:
https://eservices.brunswickco.com/BAI_Software/BAI_Admin/login.aspx.



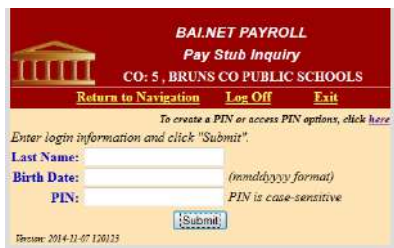
The screenshot shows the BAI MUNICIPAL SOFTWARE login interface. At the top is a red header with the text "BAI MUNICIPAL SOFTWARE" and a classical building icon. Below this is a "Please Log On" section with input fields for "User Name", "Password", and "Company Number". A "Log On" button is positioned to the right of the "Company Number" field. A note below the fields states: "Leave Company Number Blank to Use Default Company". At the bottom, a footer reads "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.*
3. Choose the 'Check Processing' Function, then click E-PAY STUBS. This will take you to the log-in screen.



The screenshot displays the "Navigation Menu" screen. It features a red header with a building icon and a "Log Off" button. The main area shows "Company No: 5 - BRUNS CO PUBLIC SCHOOLS", "User: SCHOOLS", "Module: Payroll", and "Function: Check Processing". There are "Exit" and "Help" buttons. At the bottom, under "Options", "E-PAY STUBS" is highlighted, and a "Tech Code" of "PR2_EPAY" is shown.

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.



The screenshot shows the "BAI.NET PAYROLL Pay Stub Inquiry" screen. It has a red header with a building icon and the text "CO: 5, BRUNS CO PUBLIC SCHOOLS". Navigation links include "Return to Navigation", "Log Off", and "Exit". A link says "To create a PIN or access PIN options, click here". Below, it prompts to "Enter login information and click 'Submit'." with fields for "Last Name:", "Birth Date:" (with a "(mmddyyyy) format" hint), and "PIN:" (with a "PIN is case-sensitive" hint). A "Submit" button is at the bottom. A footer note reads "Version: 2014-11-07 120123".

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.



The screenshot displays the "BAI Net PAYROLL PIN Maintenance" screen. It features a red header with a building icon and the text "CO: 5, BRUNS CO PUBLIC SCHOOLS". Navigation links include "Return to Navigation", "Log Off", and "Exit". The main area contains links for "Create New PIN", "Forgotten PIN?", "Change PIN", and "Change Email Address". A "Return to Processing" button is at the bottom. A footer note reads "Version: 2014-11-07 121200".

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.

BAI Net PAYROLL
Create New PIN
CO: 5, BRUNS CO PUBLIC SCHOOLS

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

To create a PIN, complete the form below and click "Submit"

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:

[Previous](#) [Submit](#)

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.

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

[Submit](#)

Hrs: 2014-11-07 12:01:23

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.

BAI.NET PAYROLL
Navigation Menu [Log Off](#)

Company No: 5 - BRUNS CO PUBLIC SCHOOLS [Exit](#)

User: SCHOOLS [Help](#)

Module: Payroll

Function: W2'S

Options Tech Code

[Print Individual W2](#)

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