

Brunswick County

Using the BAI Online Payroll Portal

Creating a new online account:

Access the BAI Online Payroll Portal using the link located on the Brunswick County website at www.brunswickco.com. Hover over "Government", then choose "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 portal directly https://eservices.brunswickco.com/BAI_Software/BAI_Admin/login.aspx

The screenshot shows the Brunswick County website with a dark blue header containing navigation links: Home, About Us, Government, Community, Visitors, Doing Business, and How Do I. The main content area is divided into three columns. The left column lists 'Board of Supervisors' (Agendas & Minutes, Board Vision 2035, County Ordinances/Codes, Election District Map), 'Constitutional Officers/Elected Officials' (Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, Treasurer), and 'County Administrator'. The middle column lists 'Departments' (Airports, Animal Control, Building Inspection, County Administration, DMV Select, E-911 Communications, Economic Development, Emergency Services, Facilities & Grounds, Finance, Human Resources, Planning & Zoning, Solid Waste/Recycling). The right column lists 'Forms' and includes the Brunswick County logo and contact information: 228 N. Main Street, Lawrenceville, VA 23868, 434-848-3107. An orange arrow points to 'Human Resources' in the 'Departments' list. Below this, a dropdown menu is visible with options: Human Resources, Employee Information & Forms, Job Listings, Online Payroll Services (highlighted with an orange arrow), and Pay & Holiday Calendar. To the right of the dropdown, text describes the payroll services: 'the payroll for county, school, and social services employees. The division also administers benefit programs, to include health insurance and retiree plans.' Below this, contact information for the Brunswick County Finance Department is provided: 228 North Main Street, Suite 200, Lawrenceville, VA 23868, Telephone: 434-848-6896, Fax: 434-848-0918. Further down, 'Hours of Operation' are listed as Monday-Friday, 8:30 a.m. - 5:00 p.m., and the 'Human Resources Staff' section lists Alta M. Thomas as the Human Resources Coordinator.

Human Resources

the payroll for county, school, and social services employees. The division also administers benefit programs, to include health insurance and retiree plans.

Hours of Operation
Monday-Friday, 8:30 a.m. - 5:00 p.m.

Human Resources Staff
Alta M. Thomas, Human Resources Coordinator

***For county employees:** Type in COUNTY as the User Name and COUNTY as the Password into the BAI Municipal Software login screen

***For DSS Employees:** type "DSS" as the username and "DSS" as the password

***For Schools employees:** type "SCHOOLS" as the username and "SCHOOLS" as the password

(must be in all caps, and leave the Company Number field blank).
Then click the "Log On" button.

BAI MUNICIPAL SOFTWARE



Please Log On

User Name:

Password:

Company Number:

Leave Company Number Blank to Use Default Company

Version: 100920-1046

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After choosing "Log On" Choose the 'Check Processing' Function, then click E-PAY STUBS.
This link will take you to the log-in screen.

**Navigation Menu**

Company No: 1 - BRUNSWICK CO BD OF SUPER

User: COUNTY

Module:

Function:

Options	Tech Code
<u>E-PAY STUBS</u>	PR2_EPAY

If you are creating a new account OR locked out of your existing account:

Click on the link at the top right corner that reads "To create a password or access password options, click here"

BAI.NET PAYROLL
Pay Stub Inquiry
CO: 1, BRUNSWICK CO BD OF SUPER

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

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

Enter login information and click "Submit".

Last Name:

Birth Date: (mmddyyyy format) *Required

Password: Password is case-sensitive *Required

Version: 101222-1157

Click on "Create Account." This is also where you can access other password options, like resetting a forgotten password, changing a password, or changing your email address.

BAI.NET PAYROLL
USER ACCOUNT MAINTENANCE
Company No: 1, BRUNSWICK CO BD OF SUPER

[Go To Navigation](#) [Log Off](#)

[Create Account](#)
[Account Options](#)
[Reset Password](#)

Version: 081822-0946

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

BAI.NET PAYROLL	
Create Account	
	Company No: 1 , BRUNSWICK CO BD OF SUPER
<u>Go To Navigation</u>	<u>Log Off</u>
To create an account, complete the form below and click "Submit"	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security No:	<input type="text"/> <i>Numbers Only</i>
Birth Date:	<input type="text"/> <small>mmddyyyy</small> 
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
Password:	<input type="password"/>
	<i>Minimum of five characters in length (case sensitive).</i>
Confirm Password:	<input type="password"/>
Security Question:	<input type="text"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>
<div>Previous Submit</div>	

LOGGING IN TO VIEW YOUR PAY STUBS AFTER CREATING AN ACCOUNT:

When logging in to view your pay stubs after creating your account, you will always go back to the main website:

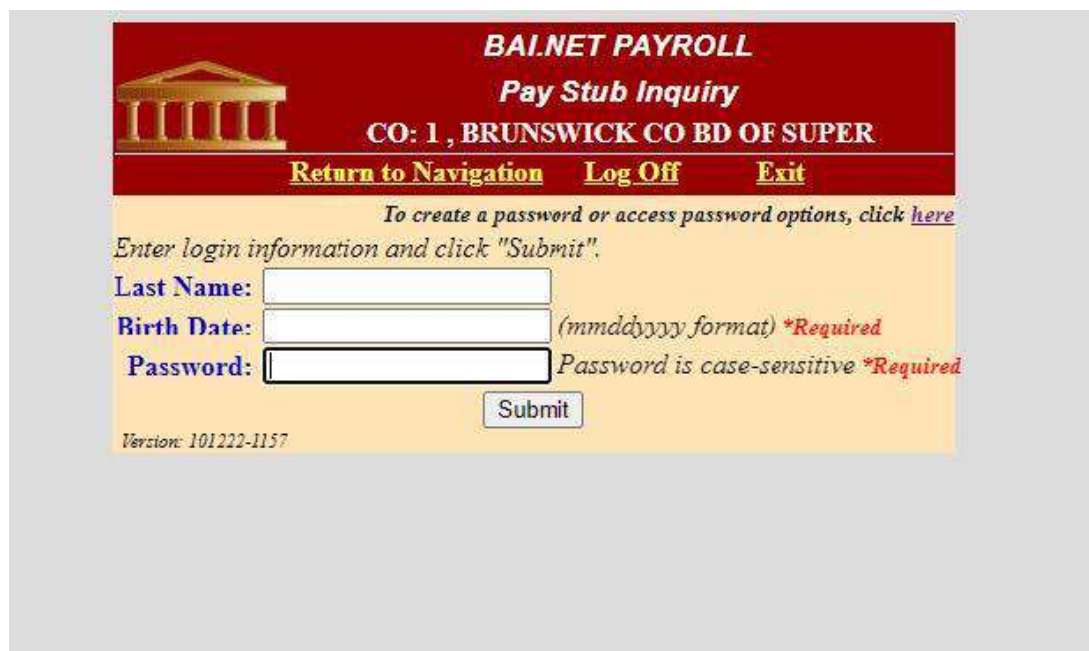
https://eservices.brunswickco.com/BAI_Software/BAI_Admin/login.aspx

You will still need to use COUNTY for the username and COUNTY for the password (or DSS if you are DSS or SCHOOLS if you are a Schools employee) and click "Log On" to take you to the next screen where you will enter your personal information.



The login screen for BAI Municipal Software features a red header with the text "BAI MUNICIPAL SOFTWARE" and a gold classical building icon. Below this is a red bar with "Please Log On". The form includes fields for "User Name:" (containing "COUNTY"), "Password:" (with masked characters "*****"), and "Company Number:". A "Log On" button is positioned to the right of the Company Number field. A note states "Leave Company Number Blank to Use Default Company". At the bottom, it says "Version: 100920-1046" and "2005-2023 BAI Municipal Software. All rights reserved."

Enter your information: Last name, Birth date (mmddyyyy format) and your password you created, then click submit. All your pay stubs will appear after your first paycheck is issued. You can view earnings by date range by selecting the calendar buttons to edit the date range you wish to view.



The "BAI.NET PAYROLL Pay Stub Inquiry" screen has a red header with a gold classical building icon, the title "BAI.NET PAYROLL Pay Stub Inquiry", and "CO: 1, BRUNSWICK CO BD OF SUPER". Navigation links "Return to Navigation", "Log Off", and "Exit" are in yellow. A link "here" is provided for password creation. The instruction "Enter login information and click 'Submit'." is shown. The form contains fields for "Last Name:", "Birth Date:" (with "(mmddyyyy format) *Required" in red), and "Password:" (with "Password is case-sensitive *Required" in red). A "Submit" button is at the bottom. The footer shows "Version: 101222-1157".

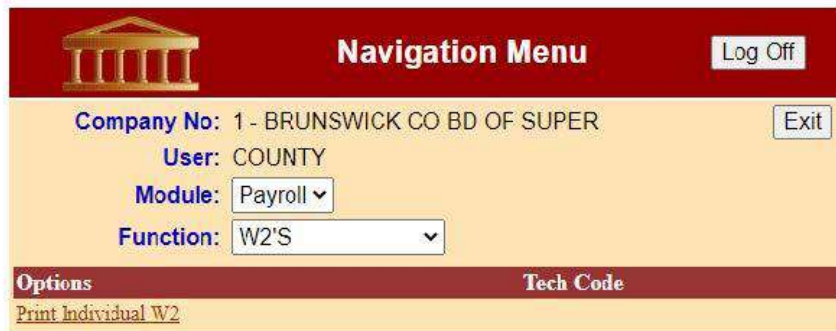
VIEW ANNUAL W2 Statements:

You can always go directly to the main website to login to your employee account:

https://eservices.brunswickco.com/BAI_Software/BAI_Admin/login.aspx

You will still use COUNTY as the username and COUNTY as the password (or DSS if you are a DSS employee and SCHOOLS if you are a Schools employee) and then choose "Log On."

On the next screen that pops up, choose "W2's" as the function and then click "Print Individual W2" at the bottom.



The screenshot shows a web application interface with a red header bar. On the left is a logo of a classical building. The header text reads "Navigation Menu" and "Log Off". Below the header, the user is logged in as "COUNTY" for "Company No: 1 - BRUNSWICK CO BD OF SUPER". The "Module" is set to "Payroll" and the "Function" is set to "W2'S". There is an "Exit" button. At the bottom, there are two tabs: "Options" and "Tech Code". Under the "Options" tab, the link "Print Individual W2" is visible.

Enter the information as asked: Last Name, Birth date (mmddyyyy) and your password that you created for your original account login. Once you have logged in, choose the year you wish to view for your W2. Then click "Get W2." You will then get a pop up with a PDF copy of your W2.



The screenshot shows the login screen for "BAI.Net Payroll". The header is red with a logo on the left and text on the right: "BAI.Net Payroll", "View/Print Employee W2", "CO#: 1, BRUNSWICK CO BD OF SUPER", "Go To Navigation", and "Log Off". Below the header, there are three input fields: "Last Name:", "Birth Date:" (with a hint "mmddyyyy"), and "Password:". To the right of the "Last Name" field is a link: "To create a password or access account options, click [here](#)". At the bottom right, there are two buttons: "Previous" and "Continue".

Version: 110722-0951

If you need assistance with accessing your account, for County and DSS Employees contact Alta Thomas, HR Coordinator at 804-848-6894. If you are a schools employee, please contact Shirley Newchurch at 434-848-3138 Ext 4008.