

# E-Paystubs

New Kent County's online application that allows employees to view earnings via the Internet from your office or home

**As of August 1, 2015; New Kent County will no longer be supplying paper pay stubs to our employees.** There are many advantages to using the E-Paystubs application.

- You have access to your paystub 1-2 days earlier than the actual pay date
- E-Pay Stubs holds up to 3 years of pay history
- You can also access your W2's each year even before you receive your W2 in the mail
- You can print your paystubs as needed

From **inside** the County's Network:

[http://10.96.123.244/bai\\_software/bai\\_admin/login.aspx](http://10.96.123.244/bai_software/bai_admin/login.aspx)

From **outside** the County's Network: (you can use any device that has internet access)

[https://luna1.newkent-va.us/bai\\_software/bai\\_admin/login.aspx](https://luna1.newkent-va.us/bai_software/bai_admin/login.aspx)

Please contact Human Resources if you have difficulty accessing the system

## 1. BAI Municipal Software

1. User Name: NEW KENT (all caps, space between NEW and KENT)
2. Password: payroll (all lowercase)
3. Company Number: Leave Blank

Click on LOG ON

## 2. Navigation Menu

1. Module Payroll (use drop down menu)
2. Function Check Processing (use drop down menu)

Click on E PAY STUBS (lower left-hand corner)

## 3. BAI Net PAYROLL Pay Stub Inquiry

1. Last Name: Type in
2. Birthdate: (mmddyyyy) (no dashes or spaces)
3. PIN: Type in **OR** go to upper right and select "To Create a PIN or access PIN options click here" (you can use this screen to reset your pin or recover your pin if you have forgotten it)