

## Frequently Asked Questions

### *What Is E-Stub?*

E-Stub is an electronic version of your pay earnings. Information is available for semi-monthly pay dates and W-2 processing.

### *Is E-Stub Secure?*

Yes! Your payroll information is protected by multiple layers of security and encryption. PIN numbers and information are encrypted and cannot be displayed on either the web server or the County AS400 System.

### *How Much Information Can I View?*

Earnings information is available for ten years from your most recent pay date and W-2 information is eight years.

### *Can I Print E-Stub Information?*

Yes! Print options are located on the detail screen.

### *Will I Receive A Paper Copy?*

Payroll earnings are only posted electronically. You can print a copy from the detail screen.

### *What If I Forget My PIN?*

You can use the re-assigned number under the "create a new PIN" or other options section to change the PIN to whatever you choose.

### *How Far In Advance Can Information Be Viewed?*

Earnings information is available once payroll is processed. However, money will not be available until payday.

## Surry County Public Schools

PO Box 317/45 School Street  
Surry, Virginia 23883

Fax: 1-757-294-5263  
Web Address: [www.surryschools.net](http://www.surryschools.net)



# Surry County Public Schools



## *E-Stub:* *Electronic Pay Stub*



### FINANCE DEPARTMENT CONTACTS:

*Melissa Harvey*  
[melissa\\_harvey@surryschools.net](mailto:melissa_harvey@surryschools.net)

*Vonda Thomas*  
[vonda\\_thomas@surryschools.net](mailto:vonda_thomas@surryschools.net)

**TEL: 757-294-5229**

## How To Access E-Stub

Go to the [www.surryschools.net](http://www.surryschools.net)

Click on **Department**  
 Click on **Payroll & Benefits**  
 Click **Direct Deposit**  
 Click **BAI.Net**

-OR-

### At Home (or any non-work computer):

Click on Internet Explorer and type the following web address in your browser:  
[http://eservices.surrycountytva.gov/bai\\_software/BAI\\_Admin/Login.aspx](http://eservices.surrycountytva.gov/bai_software/BAI_Admin/Login.aspx)

The following screen appears.

At the Log-On screen type  
 User Name: **payroll2**  
 Password: **PAYROLL2 (ALL CAPS)**  
 Company Number: **002**  
 Click on **Log On**

\* This initial log-in User Name and Password will not change.

The Navigation Menu is displayed.

Click **E-Pay Stubs** under options in left hand corner.

**First time users** must create a PIN before continuing. In the right hand corner "To create a PIN or access PIN options, click [here](#)"  
 You will also use this to change your PIN or your email address, or if you forget your PIN.

The following screen appears.

Click **Create a New PIN**

The PIN creation option is displayed.

Fill out the information requested in all the fields.  
**Please Note: PIN is case sensitive.** You may enter any email address. Once all information is completed click **Submit**.

Click on return to processing

Enter **Last Name**, **Birthdate** and new **PIN**.  
 Press **Submit**  
 The **Pay Stub Inquiry** screen is shown.

You may now select the pay date information you wish to view or print.

**Don't Forget To Log-Off**