EPAYROLL
Instructions

The payroll office staff is pleased to announce **EPAYROLL** – a secure, web-based payroll information access system. Employees may log on to **EPAYROLL** to access E-Stub, where they may view and print pay check information for the current and previous calendar year.

After you create a PIN and enter your e-mail address, the system will notify you as soon as your current pay check is available for viewing. This will usually occur two days prior to your pay day.

As of March 1, 2010, direct deposit recipients will no longer receive printed direct deposit statements on payday. Statements may be printed, if desired, from **EPAYROLL**.

You may now view or print copies of your W-2's for the past two years thru E-Stub. After enrolling in E-Payroll, select from the drop down box next to "Selection" to access your W-2. (We are currently in the process of developing a method to provide Electronic Form W-2's to employees.)

Follow these steps to log on to the system and to create your secure PIN:

1. Click on the **EPAYROLL** link that is located on SID. If you wish to view your pay check information from home, you may use the following link to do so: http://www.yorkcounty.gov/estub

2. The first screen that appears is shown below. This screen is the log-in screen that provides access to the system. On this screen you will **always** use **SCHOOL** for both the User Name and the Password. If you are employed in one of the categories below please use password and user name indicated below. Please note that no personal information is requested on this screen. Do not enter a company number.

SCHOOL3 – Food Service
SCHOOL4 – Bus Drivers, Bus Driver Assistants, Bus Driver Substitutes and Bus Driver Assistant Substitutes
SCHOOL8 – Hourly Coaches, Custodial, Maintenance, Transportation, School Crossing Guards, Teacher/Para-Educator Substitutes, COEs and Interns
SCHOOL9 – Visiting International Faculty exempt from paying all taxes

BAI MUNICIPAL SOFTWARE

Log In

User Name: SCHOOL

Password: SCHOOL

Company Number: [   ]   Login

Leave Company Number Blank to Use Default CO#   Help

3) After clicking Login, the Navigation Menu appears. On this screen, select "E-PAY STUBS" from under Options at the bottom left corner

4) Before you can access the system, you must create a PIN. To create your PIN, locate this sentence, "*To create a PIN or for other PIN options, click* here", and click on the word "here". You will also use this to change your PIN or your e-mail address, or if you forget your PIN.

5) On this screen, select the option to "Create a New PIN".

6) Fill out the information requested in all the fields. Please note: your PIN is case sensitive. **The PIN will be e-mailed to you after creation, so it is highly recommended that you NOT use your network password as your PIN.**

You may enter your School e-mail address or your home e-mail address, whichever you prefer.

After completing all of the information, click on the "Submit" button.

BAI.Net PAYROLL
Create New PIN
CO#: 1 , COUNTY OF YORK

| Help | Return to Navigation | Log Off | Exit |

Enter all the following information, then click the"Submit" button.

First Name

Last Name

Social Security #   *Numbers only. No dashes.*

Birth Date   *mmddyyyy*

Email Address

Re-Enter Email address to verify

PIN
Enter at least 5 characters. This field is case sensitive.

Re-Enter PIN to verify

Question to ask if PIN forgotten

Answer

Re-Enter Answer

Previous   Submit

7) Click on "Return to Processing", and type your last name, your birth date, and your newly created PIN, and then click "Submit". Please note: the screen that asks for your birth date is the screen where you enter your personal name and PIN.

8) You may now select the pay date that has the information that you wish to view or print. Under the section on "Leave Accounting", please note that at this time we are not able to provide the leave earned or taken during the pay period and that both the "Bal Fwd" and the "Balance" notes reflect your leave balances on the last day of the most current pay period.

9) When finished, click on "Log Off" at the top of the screen. It is advised that you also close your browser after logging off.

If you experience problems or have any questions, please call Cassandra Dillard@ 898-0444, Samantha Endicott@ 833-2250 or Ruth Nix@ 890-1060.