

Dinwiddie County Administration Office

14016 Boydton Plank Road

Dinwiddie, VA 23841

Phone: (804) 469-4500

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E-Pay Stubs

1. You may access your pay stubs from work or home.

If you wish to view or print your pay stubs while at work, access the EPAY link from the County's Intranet. If you wish to view your pay stubs outside of work, you may use the following link to do so:

http://online.dinwiddieva.us/bai_software/bai_admin/login.aspx

2. The first screen that appears is shown below. This screen is the log-in screen that provides you access to the system. On this screen you will always use **EPAY** (all caps) for both the User Name and the Password. *Note: Social Services Employees use **EPAY003**.* Leave the Company Number field blank.

BAI MUNICIPAL SOFTWARE

Please Log On

User Name: [Help](#)

Password:

Company Number:

Leave Company Number Blank to Use Default Company

Version: 2014-11-05 133619

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3. Click **Log On**, the Navigation Menu appears.

Navigation Menu

Company No: 1 - DINWIDDIE COUNTY

User: EPAY [Help](#)

Module: Payroll

Function: Check Processing

Options **Tech Code**

E-PAY STUBS PR2_EPAY

4. Click the **E-Pay Stubs** link from under Options at the bottom left corner.

5. Before you can access the system, you must create a PIN (Personal Identification Number). If you have previously created a PIN, proceed to #6.
 - a. To create your PIN, located this sentence, "To create a PIN or access PIN options, click [here](#)" in the upper right hand corner of the BAI.Net screen. Click on the word "[here](#)". You will also use this link to change your PIN or e-mail address.
 - b. Click **Create New Pin**. The following Create New Pin Screen appears.

BAI.Net PAYROLL
Create New PIN
CO: 1 , DINWIDDIE COUNTY

[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: mm/dd/yyyy

Email Address:

Re-enter Email Address:

PIN:
Minimum of five characters in length (case sensitive).

Re-enter PIN:

Security Question:

Answer:

Re-Enter Answer:

- c. Fill out the information requested in all of the fields. Click **Submit**:
 - i. You should receive an e-mail to the e-mail address you listed verifying the creation of your PIN.
 - ii. Store this PIN in a safe place. You will need this PIN each time you login to review your earnings.
- d. Click **Return to Processing**.

BAI.NET PAYROLL
Pay Stub Inquiry
CO: 1 , DINWIDDIE COUNTY

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

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

Enter login information and click "Submit".

Last Name:

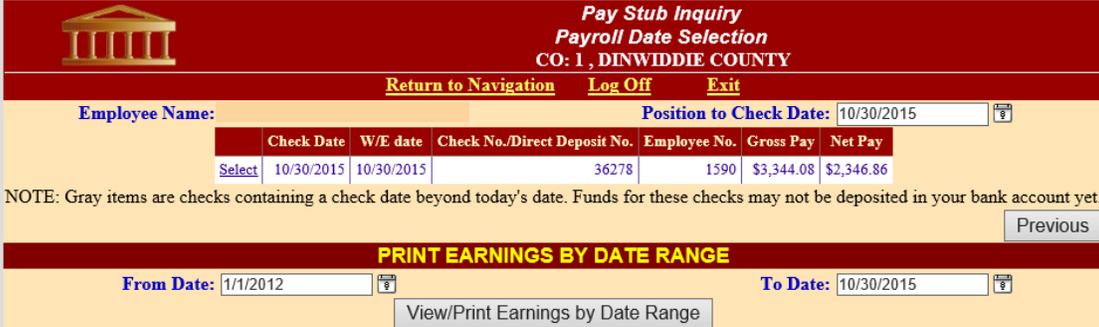
Birth Date: *(mmdyyy format)*

PIN: *PIN is case-sensitive*

Version: 2014-11-07 120123

6. Enter your last name, your birth date, and your PIN; click **Submit**.

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



Pay Stub Inquiry
Payroll Date Selection
 CO: 1, DINWIDDIE COUNTY

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

Employee Name: _____ Position to Check Date: 10/30/2015

Check Date	W/E date	Check No./Direct Deposit No.	Employee No.	Gross Pay	Net Pay	
Select	10/30/2015	10/30/2015	36278	1590	\$3,344.08	\$2,346.86

NOTE: Gray items are checks containing a check date beyond today's date. Funds for these checks may not be deposited in your bank account yet.

[Previous](#)

PRINT EARNINGS BY DATE RANGE

From Date: 1/1/2012 To Date: 10/30/2015

[View/Print Earnings by Date Range](#)

- When finished, click **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 feel free to contact the Human Resources or Payroll Departments for further assistance.