

E-Pay Stubs Directions

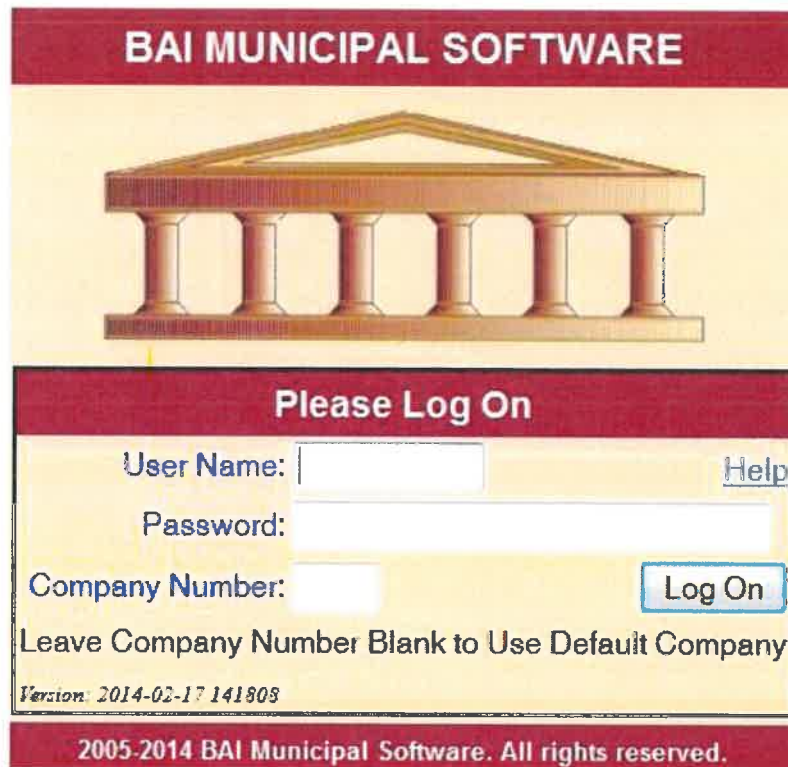
E-Pay Stubs is being implemented to allow you access to your payroll records going back as far as eight years.

User Instructions

STEP 1

Log onto the School Website: <https://www.greencountyschools.com/>

Click on Staff then select **E-pay**



BAI MUNICIPAL SOFTWARE

Please Log On

User Name: [Help](#)

Password:

Company Number:

Leave Company Number Blank to Use Default Company

Version: 2014-02-17 141808

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User Name: schools

Password: password

Company Number: 003

Note: User Name and Password are all lowercase

STEP 2

Navigation Menu Log Off

Company No: 3 - GREENE COUNTY SCHOOLS Exit

User: SCHOOLS

Module: Payroll ▾

Function: Check Processing ▾

Options **Tech Code**

[E-PAY STUBS](#) [PR2_EPAY](#)

1. Click “E-PAY STUBS” Option in the lower left corner of the screen.
2. The E-Pay Stubs login screen is shown,

BAI.NET PAYROLL
Pay Stub Inquiry
CO#: 25, BRIGHT AND ASSOCIATES

[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: 2014-02-17 150840

3. You must create a PIN on your initial log in to the E-Pay stubs system. In the upper right corner, click the **here** to create a PIN.

BAI.NET PAYROLL
USER ACCOUNT MAINTENANCE
Company No: 3 , GREENE COUNTY SCHOOLS

[Go To Navigation](#)

[Log Off](#)

[Create Account](#)

[Account Options](#)

[Reset Password](#)

[Return to Processing](#)

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Click "Create Account"



BAI.NET PAYROLL

Create Account

Company No: 3 , GREENE COUNTY SCHOOLS

[Go To Navigation](#)

[Log Off](#)

To create an account, complete the form below and click "Submit"

First Name:

Last Name:

Social Security No:

Numbers Only

Birth Date:

mmdyyyy

Email Address:

Confirm Email Address:

Password:

Minimum of five characters in length (case sensitive).

Confirm Password:

Security Question:

Answer:

Confirm Answer:

Enter all information and press the "Submit" button.

BAI.NET PAYROLL
USER ACCOUNT MAINTENANCE
Company No: 3 , GREENE COUNTY SCHOOLS

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Click Return to Processing.

Enter Last Name, Birth Date and pin (password that was on account screen).