

# Directions for Paperless Direct Deposit Statements

E-Pay will allow you access to your direct deposit statement via the internet. Your paystub will be available for view at least two days prior to the pay date. Please follow the following steps to log onto e-pay.

Go to the following website:

[https://websrv-vmw.dmz.co.middlesex.va.us/bai\\_software/BAI\\_Admin/Login.aspx](https://websrv-vmw.dmz.co.middlesex.va.us/bai_software/BAI_Admin/Login.aspx)

Login Information:

User Name: epay002

Password: epay002

Then click on Log on

BAI MUNICIPAL SOFTWARE

Please Log On

User Name:  [Help](#)

Password:

Company Number:  [Log On](#)

Leave Company Number Blank to Use Default Company

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At the Navigation Menu click on E-Pay Stubs link

Navigation Menu [Log Off](#)

Company: 2 - MIDDLESEX COUNTY SCHOOLS [Exit](#)

User: EPAY002 [Help](#)

Module:

Function:

Options	Tech Code
<a href="#">E-PAY STUBS</a>	PR2_EPAY

At the Payroll Inquiry Menu click on the link to create a pin

BAI.Net PAYROLL  
Pay Stub Inquiry  
CO#: 2, MIDDLESEX COUNTY SCHOOLS

[Return to Navigation](#) [Log Off](#) [E-PAY](#)

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

Enter the following information and click the "Submit" button.

Last Name

Birth Date   
mmddyyyy

PIN   
PIN is case sensitive

[Submit](#)

Version: 2012-08-24 140755

Then click on the link to Create a New Pin

**BAI.Net PAYROLL  
PIN Maintenance**  
CO#: 2 , MIDDLESEX COUNTY SCHOOLS

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

[Create a New PIN](#)  
[Forget Your PIN?](#)  
[Change Your PIN](#)  
[Change your Email address](#)

Return to Processing

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Then complete all the information on the Create New Pin screen

**BAI.Net PAYROLL  
Create New PIN**  
CO#: 2 , MIDDLESEX COUNTY SCHOOLS

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To create a PIN, complete the form below and click "Submit"

First Name:

Last Name:

Social Security No:  Numbers Only

Birth Date:   mmddyyyy

Email Address:

Re-enter Email Address:

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

Re-enter PIN:

Security Question:


Answer:

Re-Enter Answer:

Previous   Submit

Click submit. This will take you back to the Pay Stub Inquiry Screen.

Enter your last name, birthdate, and pin to view your paystubs.



**BAI.Net PAYROLL**  
**Pay Stub Inquiry**  
**CO#: 2 , MIDDLESEX COUNTY SCHOOLS**

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

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


Enter the following information and click the "Submit" button.

**Last Name**

**Birth Date**   
mmddyyyy

**PIN**   
*PIN is case sensitive*

Version: 2012-08-24 140755



**Pay Stub Inquiry**  
**Payroll Date Selection**  
**CO#: 2 , MIDDLESEX COUNTY SCHOOLS**

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**Employee Name** -       **Position to Check Date:**

	Check Date	W/E date	Check#/Direct Deposit#	Employee #	Gross Pay	Net Pay
<a href="#">Select</a>	7/15/2013	7/15/2013	22530	714	\$2,982.42	\$1,628.32
<a href="#">Select</a>	6/17/2013	6/17/2013	22156	714	\$3,250.00	\$1,820.50
<a href="#">Select</a>	5/15/2013	5/15/2013	21909	714	\$3,250.00	\$1,835.23
<a href="#">Select</a>	4/15/2013	4/15/2013	21422	714	\$3,250.00	\$1,776.47
<a href="#">Select</a>	3/15/2013	3/15/2013	21176	714	\$3,333.33	\$1,953.70
<a href="#">Select</a>	2/15/2013	2/15/2013	20446	714	\$3,420.28	\$2,005.91
1						

Note - Items that are gray are Checks with a Check Date beyond Today's Date. Funds for these Checks may not be updated to your Bank Account at this time

**PRINT EARNINGS BY DATE RANGE**

**From Date:**       **To Date:**