#### **Frequently Asked Questions**

#### What is E-Stub?

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

#### ls E-Stub secure?

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

#### Can I print the E-Stub information?

- Print options are located on the detail screen. How much information can I view?
- Earnings information is available for seven (7) years from your most recent pay date. W-2 information is available for two (2) years.

How far in advance can information be viewed?

 Earnings information is available once payroll is processed—generally two days before pay day. Items in gray are dated greater than today's date and are NOT available in your bank account.

#### Will I still receive a paper copy?

• Direct deposit mailers will be processed through the March 31, 2011 payroll. Beginning in April, payrolls earnings will only be posted electronically.

#### What if I can't remember my PIN?

 Contact the Finance Department either by phone or email to get the PIN number reset. A new one will be emailed to you. 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.

#### Augusta County Schools Finance Department

6 John Lewis Road Fishersville, VA 22939 Fax: 540-245-5174 Web address: augusta.k12.va.us/finance



# E-Stub:

## Electronic Pay Stub

• 🔅 Presented by Augusta County Schools



#### FINANCE DEPARTMENT CONTACTS:

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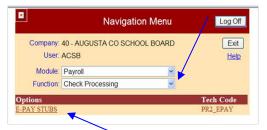
### How to Access E-Stub

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

- Click on the E-Stub icon located under the *Duicklinks* section on the front page of the school board web site. Log in links are also located on each schools web page.
- At the BAI Municipal Software log in screen, type **ACSB** (all caps) for both the User Name and the Password. <u>No</u> <u>Company Number is required</u>.

	Please Log On		
User Name Password Company Number Leave Company Numb Version 2011-01-28 12	ACSB er Blank to Use Defa	Heip Log On aut CO#	

- This initial log-in User Name and Password will not change.
- Click the Log On button. This gives access to the School Boards system.
- You are now looking at the Navigation Menu for Augusta County Schools. To view E-Stub, select "Check Processing" from the <u>Function</u> drop down box.



 To access the Pay Stub Inquiry screen, click on <u>E-Pay</u> <u>Stubs</u> under the Options section in the lower left corner.

×	BAI.Net PAYROLL Pay Stub Inquiry CO#: 40 , AUGUSTA CO SCHOOL BOARD					
	Return to Navigation	Log Off	Exit			
	T	o create a PIN or for o	ther PIN options, click here			
Enter the followin Last Name Birth Date PIN	g information and click the "Su mmddyyyy PIN is case sensitive	bmit" button.				
	Submit		Version: 2010-12-20 8104			

 First time users must create a PIN before continuing. Find *"To create a PIN or for other PIN options, click <u>here</u></u> " in the upper, right-hand section, Once you click the "here" button, the following screen appears:* 



Click the <u>Create a New PIN</u> option to enter your individual information.

CO#: 40 ,	BAI.Net PAY Create New AUGUSTA CO	PIN	2D	
Return t	o Navigation	Log Off	Exit	
Enter all the following information, th		5.9 B		1
	en cack the Subm	it button.		
First Name				
Last Name				
Social Security #		Numbers only. 1	Vo dashes.	
Birth Date				
Birth Date		mmddyyyy		
Email Address				
Re-Enter Email address to verify				
PIN				
	Enter at least 5 cho	tracters. This field is	case sensitive.	
Re-Enter PIN to verify				
Question to ask if PIN forgotten				
Answer				
Re-Enter Answer				
Previous			Submit	

- Fill out the information requested in all of the fields.
  Your first and last names must match what is in the payroll system (no nicknames). Check your last pay stub to verify.
- <u>PLEASE NOTE:</u> The PIN is case sensitive.
- The email address can be your work or home address.
- Once all information is complete, click on the Submit button.



 Click on <u>Return to Processing</u>, and enter your last name, birth date, and newly created PIN. This will take you to the Pay Stub Inquiry screen.

•	Pay Stub Inquiry Payroll Date Salection COM: 40 , ALCELSTA CO SCIENCOL BOARD							
			Return to Navi	ration	Lee	on	Exit	
Employee Name	Your name appears here			Position to Check Date: 0282011				
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			Contraction (1	2142928				
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								Prev
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From Date: 1/1/2004		100				To Date: 2/38/70	11 17	
		1	ViewPrint E	aminos by	Date 8	anna		

- You may now select the pay date information you wish to view or print.
- When finished, click on <u>Log Out</u> at the top of the screen. You should then close your browser after logging off.