

## 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.

### *Is 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 NDT available in your bank account.

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

- Payrolls earnings are only posted electronically. You can print a copy from the detail screen.

### *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**

18 Government Center Ln  
Verona, VA 24482

Fax: 540-245-5115  
Web address:  
augusta.k12.va.us/finance



## E-Stub: Electronic Pay Stub

Presented by Augusta County Schools



### **EMAIL CONTACTS:**

payroll@augusta.k12.va.us

OR

timeclock@augusta.k12.va.us

# How to Access E-Stub

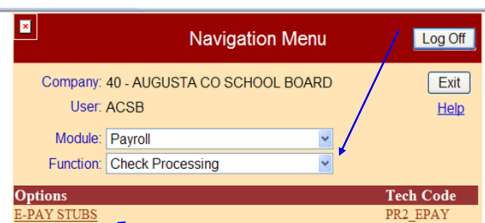
Follow these steps to log on to the system and to create your secure PIN:

- Click on the E-Stub icon located under the *Site Shortcuts* or *Staff* section on the front page of the school board web site (or under site shortcuts on most school web pages).
- At the BAI Municipal Software log in screen, type **ACSB** (all caps) for both the User Name and the Password. N

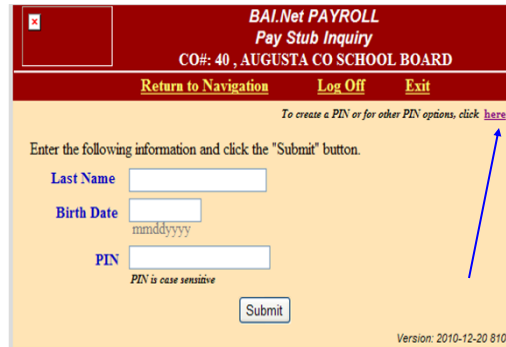


Company Number is required.

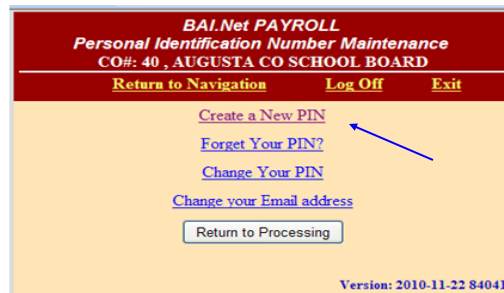
- ***This initial log-in User Name and Password will not change.***
- Click the Log On button. This gives access to the School Boards system.
- You are now looking at the Navigation Menu for Augusta



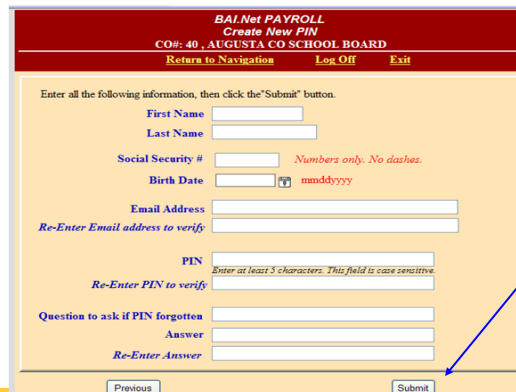
County Schools. To view E-Stub, select "Check Processing" from the Function drop down box.



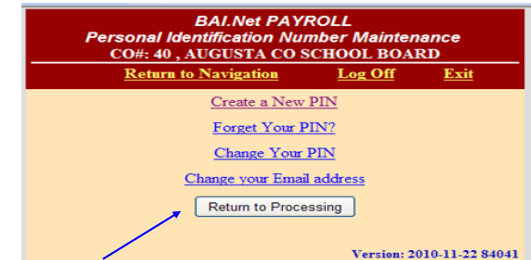
- First time users must create a PIN before continuing. Find "To create a PIN or for other PIN options, click here" in the upper, right-hand section. Once you click the "here" button, the following screen appears:



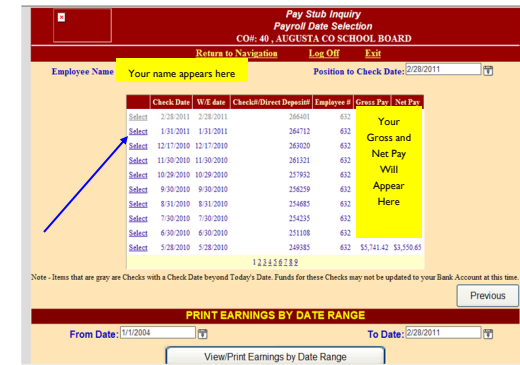
- Click the Create a New PIN option to enter your individual information.



- 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).** Payroll enters name information from your completed tax forms.
- ***PLEASE NOTE:*** 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 Return to Processing, and enter your last name, birth date, and newly created PIN. This will take you to the Pay Stub Inquiry screen.



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