## **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 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

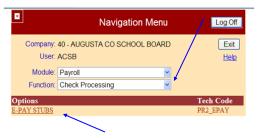
Follow these steps to log on to the system and to create your secure PIN:

- 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. No



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 <u>Function</u> drop down box.

×	BAI.Net PAYROLL Pay Stub Inquiry CO#: 40 , AUGUSTA CO SCHOOL BOARD							
	Return to Navigation	Log Off	<u>Exit</u>					
		To create a PIN or for o	ther PIN options, click <u>here</u>					
Enter the following	g information and click the "S	Submit" button.	1					
Last Name			/					
Birth Date								
	mmddyyyy							
PIN	PIN is case sensitive		1					
	Submi	t l						
			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>" 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.

BAI.Net PAYROLL Create New PIN CO#: 40, AUGUSTA CO SCHOOL BOARD						
Return to	o Navigation	Log Off	Exit			
Enter all the following information, the	an alials tha "Subm	a" hutton		1		
First Name	en cack die Subin	it button.				
Last Name						
Social Security #		Numbers only. 1	No dashes.			
Birth Date		mmddyyyy				
Email Address						
<b>Re-Enter Email address to verify</b>						
PIN	Enter at least 5 cho	tracters. This field is	care rewriting			
Re-Enter PIN to verify	Enter at least 5 cho	racters. This field is	CODE SENSITIVE.	X		
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). Payroll enters name information from your completed tax forms.
- <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 Selection CO#: 40 , AUGUSTA CO SCHOOL BOARD								
_			Return to N	avigation	Log	Off	Exit		
Employee Name	Your	name app	ears here		Po	sition to	Check Date: 2/28/	2011	
		Check Date	W/E date Ch	eck#/Direct Dep	osit# En	iployee #	Gross Pay Net Pay		
	Select	2/28/2011	2/28/2011	2	66401	632	Your		
	Select	1/31/2011	1/31/2011	2	64712	632	Gross and		
	Select		12/17/2010		63020	632	Net Pay		
	Select	11/30/2010	11/30/2010	2	61321	632	Will		
	Select	10/29/2010	10/29/2010	2	57932	632			
	Select	9/30/2010	9/30/2010	2	56259	632	Appear		
	Select	8/31/2010	8/31/2010	2	54685	632	Here		
	Select	7/30/2010	7/30/2010	2	54235	632			
1	Select	6/30/2010	6/30/2010	2	51108	632			
	Select	5/28/2010	5/28/2010	2	49385	632	\$5,741.42 \$3,550.65		
				12342678	2				
Note - Items that are gray are	Checks w	ith a Check D	ate beyond Tod	ay's Date. Funds	for these	Checks m	ay not be updated to y	our Bank Accou	unt at this t
								F	revious
		P	RINT EAR	NINGS BY	DATE	RANG	E		
From Date:	1/1/2004		1				To Date: 2/28/	2011	
			View/Prin	t Earnings b	/ Date F	Range			

- 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.