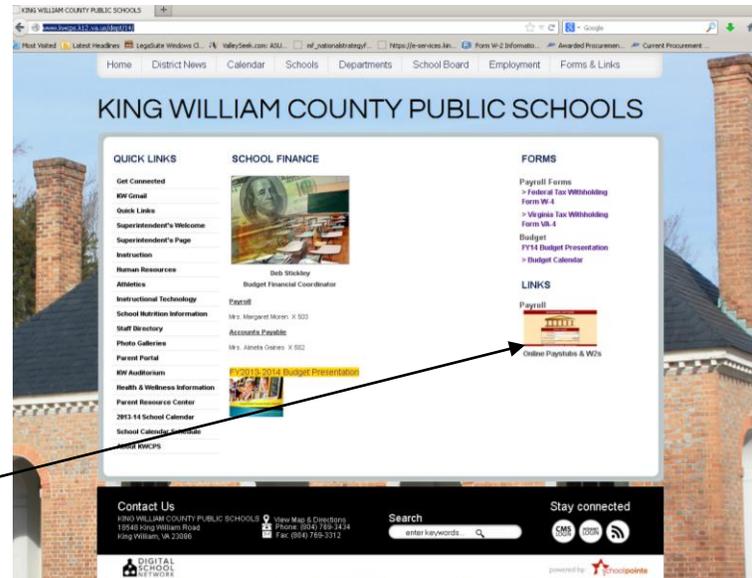


Employee E-pay

E-Pay stub is a secure way for employees to view and/or print their earnings and/or W2's via the Internet from any computer with internet access. You will first need to go to the web site and set up your PIN number. The following information is what you will need to type in to register.

1. Go to the Finance Page of the King William Schools website
<http://www.kwcps.k12.va.us/dept/14/>
and click on the "Online Paystubs & W2s" item under links:



You should end up at the following screen:

A screenshot of the BAI Municipal Software login screen. The screen has a red header with the text "BAI MUNICIPAL SOFTWARE". Below the header is a golden classical building facade. The main content area is a white box with a red border, titled "Please Log On". It contains three input fields: "User Name:", "Password:", and "Company Number:". There is a "Help" link next to the User Name field and a "Log On" button next to the Company Number field. Below the input fields, it says "Leave Company Number Blank to Use Default CO#". At the bottom of the white box, it says "Version: 2010-04-06 111533". The footer of the screen is a red bar with the text "2005-2010 BAI Municipal Software. All rights reserved."

BAI MUNICIPAL SOFTWARE



Please Log On

User Name: [Help](#)

Password:

Company Number:

Leave Company Number Blank to Use Default CO#

Version: 2010-04-06 111533

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1. To access the KWCPs data, type in **epay05** (the 0 in 05 is a zero, not the letter o) for the User Name **and kw3434** for the Password. Leave Company Number blank. Then click the Log On button.

2. At the next screen, click on E-Pay stubs at the bottom left corner.



Navigation Menu

Company: 5 - KING WILLIAM SCHOOLS

User: EPAY05 [Help](#)

Module:

Function:

Options	Tech Code
E-PAY STUBS	PR2_EPAY



BAI.Net PAYROLL
Pay Stub Inquiry
CO#: 5, KING WILLIAM 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#: 1.0.3373.17489

3. Now you need to set up your PIN before you can see your information. (You only have to do this the first time.) Go to the middle right of the page and click on the word "here".

4. On the next screen, click on "Create a New Pin"

BAI.Net PAYROLL
Personal Identification Number Maintenance
CO#: 5, KING WILLIAM SCHOOLS

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

[Create a New PIN](#)

[Forget Your PIN?](#)

[Change Your PIN](#)

[Change your Email address](#)

Version#: 2.0.3750.30472

5. You will set up your personal information and create your PIN here. (Your pin can be both numbers and letters and is case sensitive.) Be sure you enter your name the same way as on your pay monthly pay stub. Please do NOT use dashes in your social security number and your birth date. Make sure to use the 4-digit year when entering your birth date (ex: 1970). Please remember your PIN. When you have completed all fields, click on the submit button.

6. You will now be at the previous screen. Click the Return to Processing button.

7. Now you are ready to go find your information. Now enter your last name, date of birth (using the four digit year) and the PIN number you just created then click on submit.

8. A list of your paychecks will appear. There will be multiple pages that you can scroll to. You can access data from January 2006 to the present. Click on the Select button next to the paycheck detail you wish to view.

9. Make sure to log off at the top right corner when finished. You will receive an email confirming your registration and password.