



E-PAY STUBS DIRECTIONS

E-Pay Stubs is being implemented to allow you access to your payroll records going back as far as **eight years**.

USER INSTRUCTIONS

1 STEP 1

- Log onto the School Website: <https://www.greencountyschools.com/>
- Click on Staff then select **E-pay**

BAI MUNICIPAL SOFTWARE

Please Log On

User Name: [Help](#)

Password:

Company Number:

Leave Company Number Blank to Use Default Company

Version: 2014-02-17 141002

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User Name: schools
Password: password
Company Number: 003

Note: User Name and Password are all lowercase

4 STEP 4

BAI.NET PAYROLL
USER ACCOUNT MAINTENANCE
Company No: 3 , GREENE COUNTY SCHOOLS

[Go To Navigation](#) [Log Off](#)

[Create Account](#)
[Account Options](#)
[Reset Password](#)

Version: 110719-1008

- Click "Create Account"

2 STEP 2

Navigation Menu

Company No: 3 - GREENE COUNTY SCHOOLS

User: SCHOOLS

Module:

Function:

Options	Tech Code
E-PAY STUBS	PR_EPAY

- Click "E-PAY STUBS" Option in the lower left corner of the screen.

3 STEP 3

BAI.NET PAYROLL
Pay Stub Inquiry
CO#: 25, BRIGHT AND ASSOCIATES

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

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

Enter login information and click "Submit".

Last Name:

Birth Date: (mm/dd/yyyy format)

PIN: PIN is case-sensitive

Version: 2014-05-17 150840

- The E-Pay Stubs login screen is shown.
- You must create a PIN on your initial log in to the E-Pay stubs system. In the upper right corner, click the [here](#) to create a PIN.



NEED HELP?

Contact Payroll for assistance.
keppard@greencountyschools.com



SECURE & CONFIDENTIAL

E-Pay Stubs allows you secure access to your payroll records for up to **eight years**.