ON-LINE PAYSTUBS/W2s

You are now able to view your paystubs and W2s on-line via the internet.
With" E-Paystubs" you will be able to view and print your paystub history for up to 3 years.
On-line access provides more detail information about your pay and benefits.

Enrollment Instructions:

Enter the following address link to your web browser.

https://luna1.newkent-va.us/bai_software/bai_admin/login.aspx

1. **BAI MUNICIPAL SOFTWARE**
   User Name: EPAY005
   Password: EPAY005 (case sensitive)
   Company #:   Leave blank
   Click on "log on"

2. **NAVIGATION MENU**
   Select "E-PAYSTUBS" in lower left corner of the Navigation Menu.

3. **PAY STUB INQUIRY**
   Select "Create A Pin or Other Pin Options, *click here*" in the upper right hand corner.

4. **PERSONAL INFORMATION NUMBER MAINTENANCE**
   Select "Create A New Pin".

5. **CREATE A NEW PIN**
   Compete the information requested and submit.

6. **ENROLLMENT COMPLETED**

ACCESS INSTRUCTIONS

1. To access after enrollment follow steps 1-2 from above.
2. Enter you "Last Name", "Birth Date", and "Pin".
3. Select pay period that you want to review.
4. Make sure to log out when finished.