Using the BAI Online Payroll Portal

Creating a new online account:

Access the BAI Online Payroll Portal using the link located on the Brunswick County website at www.brunswickco.com. Hover over "Government", then choose "Departments" select "Human Resources" and then select "Online Payroll Services" in the menu to the left. You can also use the following link to access the portal directly https://eservices.brunswickco.com/BAI_Software/BAI_Admin/login.aspx

*For county employees: Type in COUNTY as the User Name and COUNTY as the Password into the BAI Municipal Software login screen
*For DSS Employees: type "DSS" as the username and "DSS" as the password
*For Schools employees: type "SCHOOLS" as the username and "SCHOOLS" as the password

(must be in all caps, and leave the Company Number field blank).
Then click the "Log On" button.

After choosing "Log On"Choose the 'Check Processing' Function, then click E-PAY STUBS.
This link will take you to the log-in screen.

If you are creating a new account OR locked out of your existing account:

Click on the link at the top right corner that reads "To create a password or access password options, click here"

Click on "Create Account." This is also where you can access other password options, like resetting a forgotten password, changing a password, or changing your email address.

Complete the information requested to create an account and password. You will receive email notifications at the mail address you provide here when your monthly direct deposit information is available. The password you create must be a minimum of five (5) characters in length and is case sensitive. Once you have completed all the required fields, click the Submit button. Click the Return to Processing button to continue.

BAI.NET PAYROLL

Create Account

Company No: 1 , BRUNSWICK CO BD OF SUPER

Go To Navigation   **Log Off**

To create an account, complete the form below and click "Submit"

First Name: [_____]

Last Name: [_____]

Social Security No: [_____] *Numbers Only*

Birth Date: [_____] 🗓
mmddyyyy

Email Address: [_____]

Confirm Email Address: [_____]

Password: [_____]

Minimum of five characters in length (case sensitive).

Confirm Password: [_____]

Security Question: [_____]

Answer: [_____]

Confirm Answer: [_____]

[Previous] [Submit]

LOGGING IN TO VIEW YOUR PAY STUBS AFTER CREATING AN ACCOUNT:

When logging in to view your pay stubs after creating your account, you will always go back to the main website: https://eservices.brunswickco.com/BAI_Software/BAI_Admin/login.aspx
You will still need to use COUNTY for the username and COUNTY for the password (or DSS if you are DSS or SCHOOLS if you are a Schools employee) and click "Log On" to take you to the next screen where you will enter your personal information.

Enter your information: Last name, Birth date (mmddyyy format) and your password you created, then click submit. All your pay stubs will appear after your first paycheck is issued. You can view earnings by date range by selecting the calendar buttons to edit the date range you wish to view.
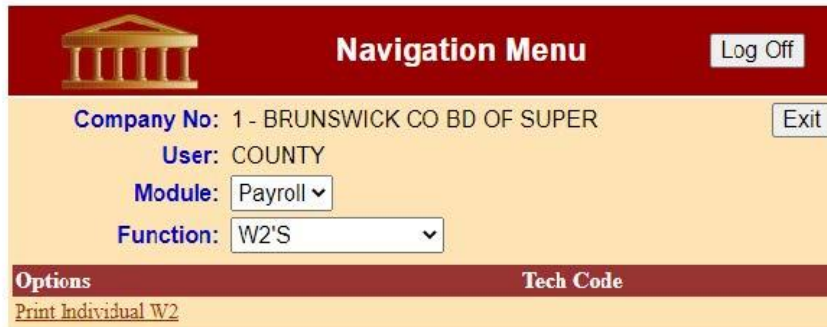
VIEW ANNUAL W2 Statements:

You can always go directly to the main website to login to your employee account:
https://eservices.brunswickco.com/BAI_Software/BAI_Admin/login.aspx

You will still use COUNTY as the username and COUNTY as the password (or DSS if you are a DSS employee and SCHOOLS if you are a Schools employee) and then choose "Log On."

On the next screen that pops up, choose "W2's" as the function and then click "Print Individual W2" at the bottom.

Enter the information as asked: Last Name, Birth date (mmddyyy) and your password that you created for your original account login. Please contact HR if you don't remember it. Once you have logged in, choose the year you wish to view for your W2. Then click "Get W2." You will then get a pop up with a PDF copy of your W2.