

Greenshades (GS) Work-Study Training Guide

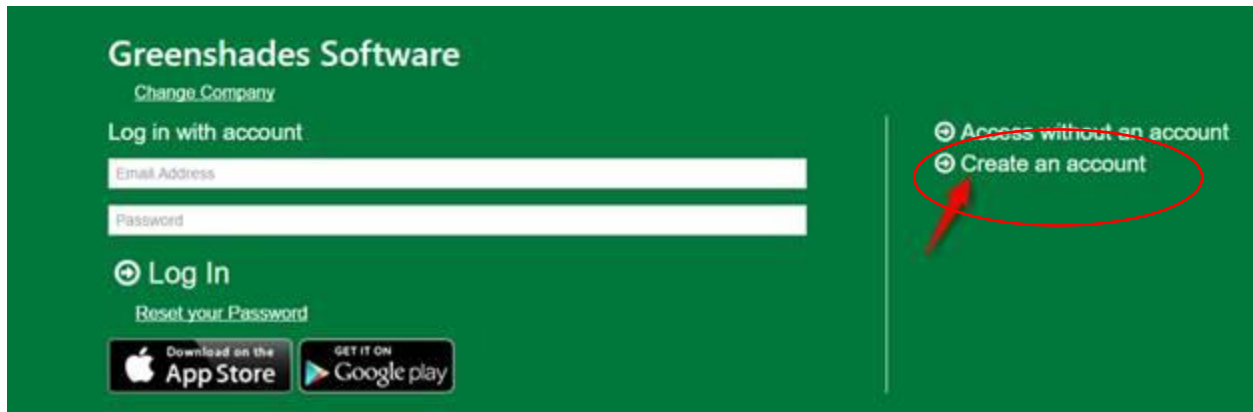
Creating Greenshades Account-

Howard College - <https://www.greenshadesonline.com/SSO/EmployeeApp/#/company/howardcollege/login>

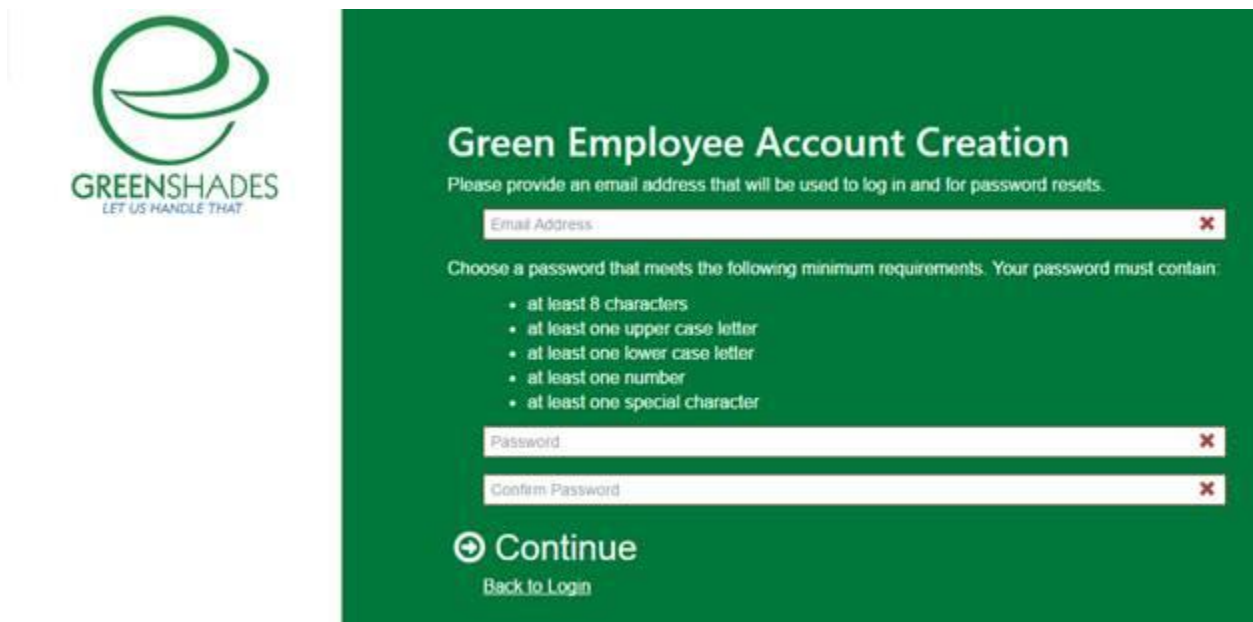
SWCD – <https://www.greenshadesonline.com/SSO/EmployeeApp/#/company/swcid/login>

Phone App – GreenEmployee (once account is created)

1. Select the “**Create an Account**” option. Do not log in until this is completed.



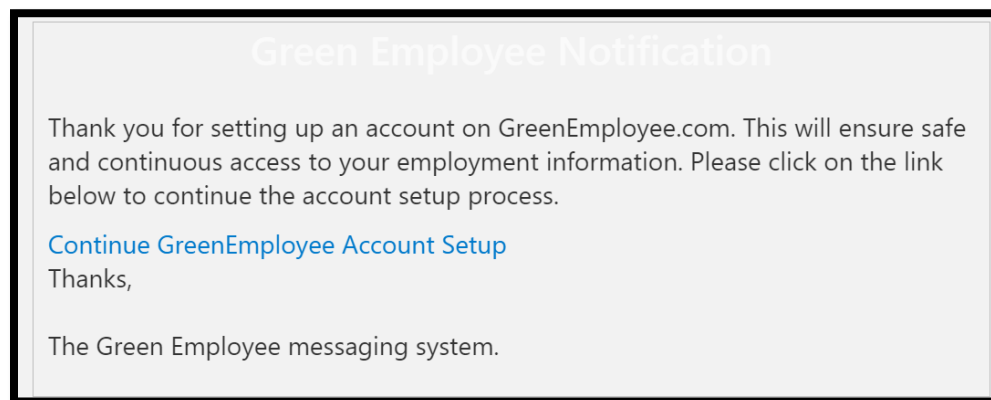
2. From there, enter in your **HC email address** and a password based on the rules you want to use. Hit Continue.



3. You will be sent an email to your HC email with a link to continue the account creation process.



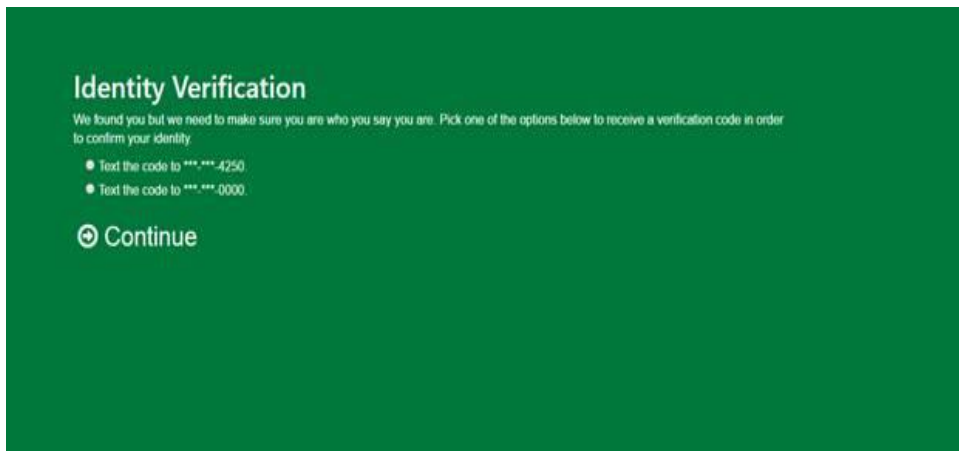
4. When the email is received (see below), click on the 'Continue GreenEmployee Account Setup' link in the email you receive.



5. Once Continue is selected, you will be prompted to verify your identity using your GreenEmployee account information. **Use your SSN without dashes and last name. Do not use employee ID or date of birth.**



6. Once you select Continue again, you will be prompted to verify your Identity using your email or text verification. (if the last 4 of the phone is not able to receive text messages select the email option) Once in your account you can update the phone information.



Enter the code you receive in your email in the box on the GS page where it prompts you to enter it.

You will now go back to the log in screen and log in using your email address and the password you created.

Your first visit to Greenshades Online

The first time you visit GS you will go through a Welcome Wizard (see below). Welcome Wizard screens included:

- Verification of your email address and the setup of notifications when new documents are available for review or actions have been approved.
- Choosing your preference for receiving certain financial documents online instead of through the mail such as your W-2 and 1095-c form.
- Setting up one or more direct deposit accounts for payroll.
- Verification of your address and contact information, as well as ensuring the address matches USPS records.
- Filling out your W-4, if one is not on file.

Any changes made, HR will review and approve.

Time Zone: Should default to Central Standard Time

Corporate email address is your Howard College email.

You will be directed to a verification page where you are required to enter a verification code.

Notifications: It is recommended that you use your HC email address so if there are any issues IT can help you with it. If you use a personal email account such as Yahoo, Hotmail or Gmail, IT may be unable to help with it.

The screenshot shows the 'GreenEmployee.com Welcome Wizard' interface. The main heading is 'Address Setup'. Underneath is the 'Mailing Address' section with the following fields: 'Address' (containing 'Driver Rd'), 'City' (containing 'Big Spring'), 'State' (a dropdown menu showing 'Texas'), 'Zip Code' (containing '79720'), and 'Country' (an empty dropdown menu with a red exclamation mark icon next to it). Below this is the 'Additional Information' section with 'Phone 1' (containing '(432) 466-' and an 'Ext.' field), and 'Email' (containing '@howardcolleg'). At the bottom of the form is a 'Change Comments' section with a text area containing the instruction: 'Type comments regarding your changes here. They will be shown to your approver when you submit changes for approval, but not kept on your profile.' A blue 'Next' button with a right arrow is located at the bottom right of the form.

Your address and cell phone (or other # you provided) will populate if we have that information. If your cell phone number does not populate, please enter it as seen above in 'phone 1'.

You will need to update and or enter any information with a red * by it. You will not be able to continue until these fields are complete.

Email: This will be your Howard College email address. Please verify for accuracy. If it is not correct, please change.

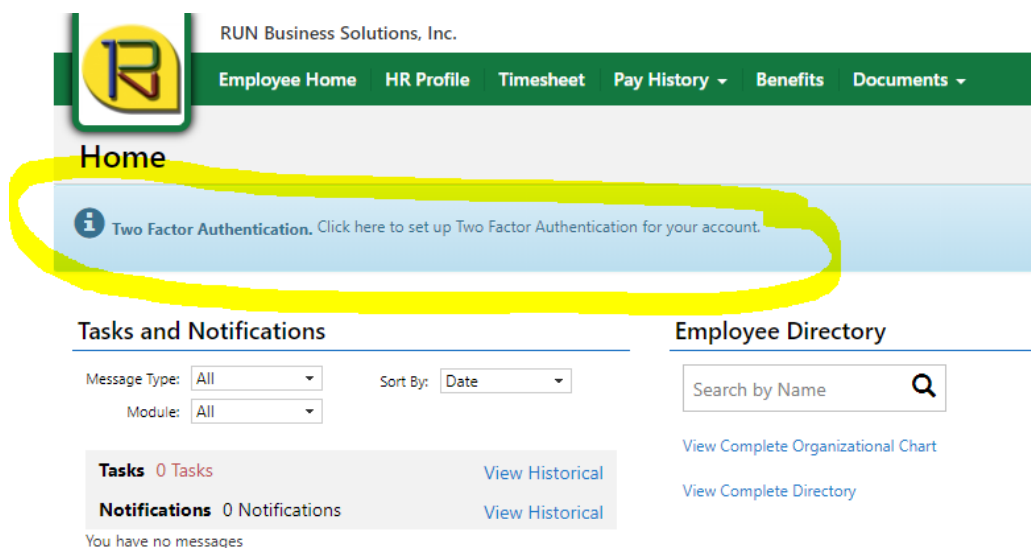
When you hit 'next', you will be given a suggested address that simply adds the 4 digit code at the end of your zip code. We recommend you select the suggested address.

Your GS Homepage

Your GS homepage will be populated by a number of widgets, which can include information about your most recent paystub, the weather in your local area, employees in your department/company that will be out of the office this week, and more. The exact content is set up by your administrators, but all users will see at least two widgets: the Bulletins widget and the Tasks and Notifications widget. All widgets can be dragged around the screen or removed via the Home screen tab under Account Settings (the Bulletins and the Tasks and Notifications widgets cannot be removed).

Two Factor Authentication (2FA)— it is required that you set this up as this is the best way to protect your account from hackers. We have enforced 2FA in GS but if it shows the blue box below click on it to set it up.

On your Home page, click on the blue Two Factor Authentication.



Click on the blue Change Two Factor Authentication

RUN Business Solutions, Inc.

Employee Home HR Profile Timesheet Pay History Benefits

Reset Password

My Account Security Settings Notifications Homescreen

Security Settings

Change Password

Select your new password that will be used to sign in.

Change Password

Change Account Email Address

Select your email address that will be used to sign in.

Change Account Email Address

Two Factor Authentication

Two Factor Authentication is the best deterrent against fraud and attack by requiring access to a physical o

Two Factor Authentication Status: **Disabled**

Change Two Factor Authentication

Enter you cell number and GS password. Send Code and it will send you a verification code to complete the set up.

Two Factor Authentication

Enter your mobile phone number to set up Two Factor Authentication for your account.

Mobile Phone

Phone Number

Password

Password

Cancel

Send Code





Note: If you change phone numbers, this is the same place you would go to change your cell # for receiving text codes. You must do that BEFORE you change numbers.

Bulletins

Any company-wide announcements will be displayed prominently in the Bulletins section. These announcements may include items such as a policy change, details about an upcoming event, or a company newsletter.

The Bulletins will automatically rotate if there are multiple, or they can be manually navigated. All Bulletins can be opened to a larger view with the “Read More...” link at the bottom of the widget. The Bulletins can also include attachments for users to download.



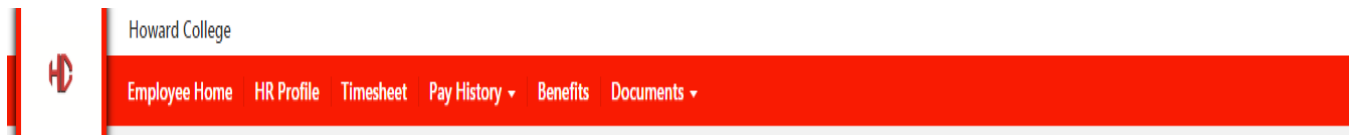
Tasks and Notifications	
Message Type:	All
Module:	All
Sort By:	Date
Tasks 9 Tasks Show All View Historical	
	Your timesheet from 11/24/2014 - 11/30/2014 is past due. Please complete and submit this timesheet as soon as possible.
Timesheets	12/7/2014 at 2:45AM View Remove
	Your timesheet from 11/24/2014 - 11/30/2014 is past due. Please complete and submit this timesheet as soon as possible.
Timesheets	12/4/2014 at 2:25AM View Remove
Notifications 4 Notifications View Historical	
	Chris V has approved your Timesheet from 12/1/2014 12:00:00 AM to 12/7/2014
Timesheets	12/4/2014 at 2:16PM View Remove
	You have gone over your overtime threshold
Timesheets	9/26/2014 at 3:01PM View Remove

Tasks and Notifications

The Tasks and Notifications widget (also called “Messages”) displays information about new paystubs, documents awaiting your review, or items that your supervisor or HR department wishes to bring to your attention. There are two kinds of messages: Tasks and Notifications. Tasks are items that need you to make an action, e.g. needing to submit a past due timesheet. Notifications are messages to let you know of something, e.g. a Time Off request being approved. You may access most of these documents directly by clicking on the “View” link at the end of the message itself. Clicking remove will delete the message from your widget.

Basic Navigation

The main navigation bar of GS will direct you to the various main sections of the site.



- Employee Home will return you to the GS homepage where you will clock in and view your messages and bulletins.
- HR Profile will allow you to update information about yourself and your address.
- Timesheet takes you to an electronic timesheet where you can submit to your supervisor.
- Pay History allows you to review past paystubs and W-2s.
- The Documents dropdown takes you to electronic library of your W-4 form and your direct deposit form.

Howard College

Employee Home HR Profile Timesheet Time Off Pay History Benefits Documents Employee Management

Notifications

My Account Security Settings Notifications Homescreen

Email Addresses:

Notification Email Address: rkernick@howardcollege.edu

Corporate Email Address on file with Howard College: rkernick@howardcollege.edu [Change](#)

Email Notifications:

When a change is made to my employment information, email: notification email address

When a request made from this website is approved or denied, or a document needs action, send an email to: corporate email address

When there is a Benefits enrollment opening, closing, submission, or a qualifying life event is reviewed, send an email to: do not send email

Your payroll department has not given you the option to receive notifications when new paystubs are available.

Mobile Application:

Download the GreenEmployee App!

Download on the App Store GET IT ON Google Play

Year-End W-2 and 1095-C Distribution Preference: Electronic W-2s and 1095-Cs

You have asked to receive any and all future W-2s and 1095-Cs electronically. You will be notified on this site when a new W-2 and 1095-C is available for download and will not be receiving any future W-2s and 1095-Cs in the mail. This is the fastest and greenest method of receiving your W-2 and 1095-C form.

[Change your W-2 and 1095-C distribution preference](#)

[Save](#)

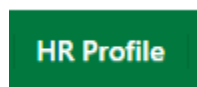
By opting to have information sent to you above you agree to allow your information to pass through external mail servers and confirm that this service complies with your organization's security policy. If you have requested text messages above then you also understand that you may be charged for this service by your cellular service provider.

It is recommended that you select the option to receive your W-2's and 1095-C's electronically so that you will always have access to them in your employee portal at any time.

HR Profile

Overview

Using the HR Profile module of GS you can update your pertinent HR information. Updates are submitted to HR/Payroll for approval. To review your current data and submit a change, click on the HR Profile button in the navigation bar. That page contains a tab on the left side of the page for each type of relevant information: Personal Info, Address, Contacts, and Work Location. Once you have accessed any sub-page, click the Edit button to make changes.



PLEASE VERIFY ALL YOUR HR PROFILE DATA.

Personal Info

Personal Info may include information such as your name, SSN, birth date, ethnicity, and marital status, all of which can be edited. You can also change your profile image from here, by clicking on the image. Other information may only be available for viewing and not be editable.

Personal Info

General Information

First Name: Wendy
Middle Name: Beth
Last Name: Kahn
SSN: 863-88-5383
Date Of Birth: 7/16/1987
Gender: Female
Ethnic Origin: White
Marital Status: N/A
Smoker Status: Non-Smoker

Employment Information

Employee ID: KAHN0001
Hire Date: 4/23/2013
Department: SPTS
Location: Louisiana Location
Supervisor: Kathie Flood
Employment Type: Part Time Regular

[Edit](#)

Address

In the Address tab, you may update your physical address, phone number, and email address. When you submit a new address, GS will automatically check the address you enter against US Postal Service records and will try to provide a suggestion if an inconsistency is found.

Address

Mailing Address

Address: 2701 Airline Dr
City: Metairie
State: LA
Zip Code: 70001-5999
Country: US

Additional Information

Phone 1: (904) 555-5555
Phone 2: (312) 555-0144
Phone 3: (000) 000-0000
Email: wkahn@fabrikam.com

[Edit](#)

Contacts

Emergency contacts can be managed through the HR Profile module under the Contacts tab. Use the “Add Contact” button to add a contact or click Edit to make changes to an existing one. New or edited contacts will be sent to HR/Payroll for approval. **It is required that every employee have at least 1 emergency contact.**

Contacts

Use this table to manage your contacts.

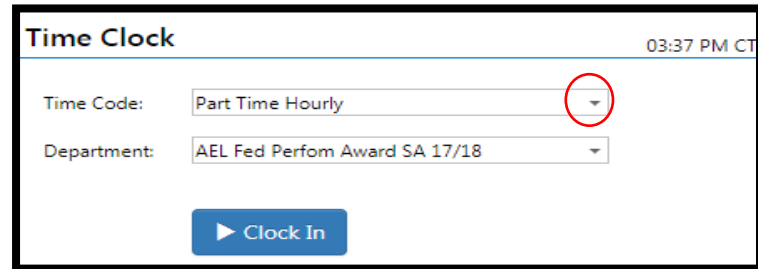
[+ Add Contact](#) [Add Columns](#)

	First Name	Last Name	Relationship Type	Home Phone	Work Phone
Edit	Pending	Jason	Kahn	Spouse	

Using the Time Clock in GS

There is a time clock widget on your homepage to make clocking in and out simple.


The employee time clock allows you to record your time worked as time entries on a timesheet. The timesheet is your collection of time entries for the pay period. You will record time throughout the pay period and submit



Time Clock 03:37 PM CT

Time Code: ▼

Department: ▼

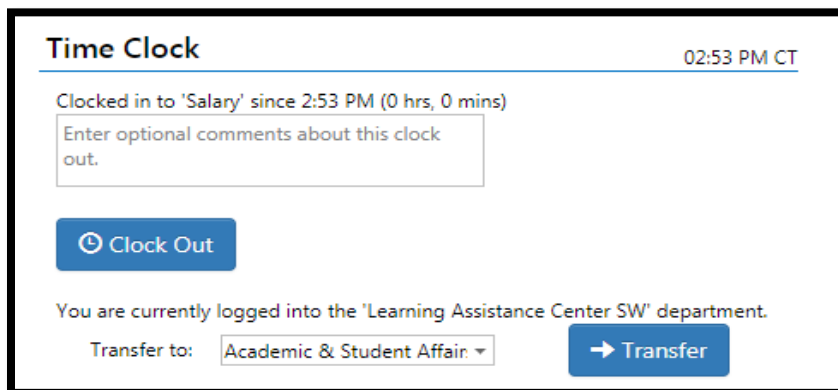


your timesheet for approval at the end. Time worked is recorded as a time code. HR has set up these codes to represent the types of time you may record on the timesheet. If there are multiple options available for you, be sure to record time against the correct code or ask HR or your supervisor for clarification.

The Time Clock will allow you to clock in, and clock out, and to easily see your last clock in. Please Clock Out and Clock In for lunch breaks.


When you are not clocked in, the Time Clock will look like this above. You are able to select the appropriate Time Code and possibly select a Department, enter comments related to this clock-in, and then clock in. Part-time employees should clock in using the “Part Time Hourly”, “Student” or “Work-study” time code. If it does not default to the appropriate code you can change it using the drop down arrow.

After you clock in, the time clock will provide you an option to Clock Out. When you are ready to Clock Out, simply Clock Out. As you return to work from a lunch break or for a new shift, Clock In. To end your shift for the day, click Clock Out.




Time Clock 02:53 PM CT

Clocked in to 'Salary' since 2:53 PM (0 hrs, 0 mins)



You are currently logged into the 'Learning Assistance Center SW' department.

Transfer to: ▼ 


For part-time employees who may work in more than one department, you can ‘transfer’ to another department instead of clocking out and back in the new department.

When you click on the 'Timesheet' tab and you have active timesheets, they will look like this below.








Timesheet

View: 6/1/2018 - 6/15/2018

Timesheet Entries [+ Add Entry](#)

 This timesheet may not be submitted for review because you are currently clocked in.

☒ Comments

Date	Source	Begin - End	Time Code	Time	Department
Fri 6/1/2018		8:46 AM - 6:15 PM	Salary	9h 29m	Personnel Department BS
Comments: I couldn't get signed on					
Sat 6/2/2018		10:00 AM - 2:45 PM	Salary	4h 45m	Personnel Department BS
Comments: Edited by Rhonda Kernick					
Mon 6/4/2018		7:45 AM - 8:00 PM	Salary	12h 15m	Personnel Department BS
Comments:					
Tue 6/5/2018		7:30 AM - 6:45 PM	Salary	11h 15m	Personnel Department BS
Comments: locked out of computer					
Wed 6/6/2018		7:30 AM - 6:00 PM	Salary	10h 30m	Personnel Department BS
Comments:					
Thu 6/7/2018		7:32 AM - 6:26 PM	Salary	10h 54m	Personnel Department BS
Comments:					
Fri 6/8/2018		7:30 AM - 4:30 PM	Vacation	9h 00m	Personnel Department BS

Only your supervisor can edit your time.

Submitting Timesheets for Approval

GS requires employees to submit your timesheets in a timely manner to ensure you are paid appropriately and promptly for your hours worked.

First, be sure your timesheet is complete. Verify the totals and any leave entries. Totals for the timesheet are provided by time code, by weekday/weekend, and by week. This will help you ensure the timesheet is accurate prior to signing and submitting. Change to 'weekly' under **Total Hours for this Timesheet**. Doing this will calculate the weekly totals for you.

Total Hours for this Timesheet

Total Time	Regular	Holiday	Overtime
57h 45m	49h 45m	8h 0m	0h 0m

There are 57 hours, 45 minutes of time recorded on this timesheet.

Group Time By: ☐ Time Code ☐ Weekday/Weekend ☒ Weekly



Week #1	Date	Total Hours	Payable Hours
Saturday	01/11/20	00h 00m	00h 00m
Sunday	01/12/20	00h 00m	00h 00m
Monday	01/13/20	06h 15m	06h 15m
Tuesday	01/14/20	09h 15m	09h 15m
Wednesday	01/15/20	08h 30m	08h 30m
Thursday	01/16/20	07h 00m	07h 00m
Friday	01/17/20	07h 00m	07h 00m
Total		38h 00m	38h 00m

Total Hours for this Timesheet

Total Time Regular Holiday Overtime
 26h 0m 26h 0m 0h 0m 0h 0m

There are 26 hours, 0 minutes of time recorded on this timesheet.


Group Time By: ☐ Time Code ☐ Weekday/Weekend ☒ Weekly



Week #1	Date	Total Hours	Payable Hours
Saturday	08/11/18	00h 00m	00h 00m
Sunday	08/12/18	00h 00m	00h 00m
Monday	08/13/18	04h 00m	04h 00m
Tuesday	08/14/18	04h 00m	04h 00m
Wednesday	08/15/18	04h 00m	04h 00m
Thursday	08/16/18	04h 00m	04h 00m
Friday	08/17/18	03h 00m	03h 00m
Total		19h 00m	19h 00m

When you are done verifying your timesheet is correct, click the Sign and Submit Timesheet button at the bottom of the page under your timesheet for approval.

Once your timesheet is submitted, it is "Pending Approval" and will either be accepted or rejected by your supervisor. If your timesheet is rejected, it will be returned to you with comments from your supervisor. You can then work with your supervisor to modify and resubmit your timesheet for approval.

 Sign and Submit Timesheet

Timesheets must be signed and submitted by the employee at the end of each pay period:

1st – 15th must be submitted by the workday following the 15th by 12:00 noon

16th – the end of the month must be submitted by the workday following the last day of the month by 12:00 noon.

Exceptions to these times will be announced in advance. Your supervisor must also approve and submit your timesheets to payroll by the above deadlines so be sure to get your part done promptly.

Note: If an employee is finished working for a pay period, timesheets can be submitted before the above due dates. This is most common with part-time employees. If a full-time employee takes leave the last week of a pay period they can put their leave in and sign and submit their timesheet after the last day they clock out.

Documents

Under “Documents” you will find your W-4 and Direct Deposit information.

Status	Document	Last Action Time
Complete	Direct Deposit	5/13/2018
Imported from Accounting Package	W-4	3/31/2018

W-4: If you click on ‘manage’ my W-4 you can change your W-4 election here.

New hires should be automatically asked to complete a W-4. If not, please go thru this process to complete it for payroll.

We are not allowed to provide advice on how to complete the W-4. If you are unsure what to do complete Step 1 and Step 5 and taxes will be calculated based on your income and the current tax tables. You must complete these at minimum. You can always go back and complete a new W-4 if you want to make changes after you seek tax advice from a tax professional.

Step 4c: Only complete if you want an additional dollar amount to come out for Federal Income Tax.

Exemption from withholding: Only select ‘Exempt’ from the drop-down arrow if you are exempt from paying Federal Income Tax. Very few, if any, employees qualify for this option.

******After your form is complete, you are required to check the statement above your name. You will be unable to continue if you don’t.

Hit Submit.

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Direct Deposit: If you click on ‘manage’ on the Direct Deposit line you can verify your current direct deposit information.

You have the option to direct your deposit to different accounts and/or banks. (see below; choose from the drop down arrow by “How much?”

If you change your direct deposit information in the future, this is where you will do it. Always verify the information is correct. Direct deposit changes made by the 15th of the month will test the first of the following month. You will receive a paper check that month, to be picked up in the business office of your perspective campus. The following month you will be on direct deposit. If you add a second account to direct your deposit to, both accounts will ‘test’ before the direct deposit takes effect (even if the original account has already been tested and verified.

Howard College ▾

Employee Home HR Profile Timesheet Time Off Pay History ▾ Benefits Documents ▾ Employee Management

Direct Deposit

Direct Deposit Options

This page displays information about how you are currently being paid. If you wish to make any changes, simply enter in new information below and click 'Submit' at the bottom of this section.

☒ I would like to be paid by direct deposit

☐ I would like to be paid by paper check

Direct Deposit Account Details [+ New Account](#)

Account 1

* Routing Number STATE NATIONAL BANK

* Account Number

Type Pre-Note

How much? Entire Amount

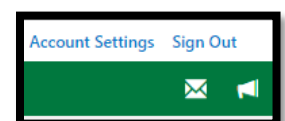
By clicking submit, I hereby authorize my employer to initiate credit entries and adjustment debit entries to the account(s) listed above. I verify that the information above is accurate and I release my employer from any liability resulting from any incorrect information above.

[← Back](#) [Submit](#)

We encourage all employees to participate in direct deposit. Students with Herring Bank cards will need to call the number on the back of their card to get their routing and account number. This information will be required to set up your direct deposit information.

Leaving Greenshades

Once you have completed your visit to GS click the “Sign Out” link in the top right of the page. This is especially important if you share a workstation with one or more employees who may be using the terminal once you are finished. Merely closing the browser or minimizing your active webpage leaves your information vulnerable to another person who may arrive at the

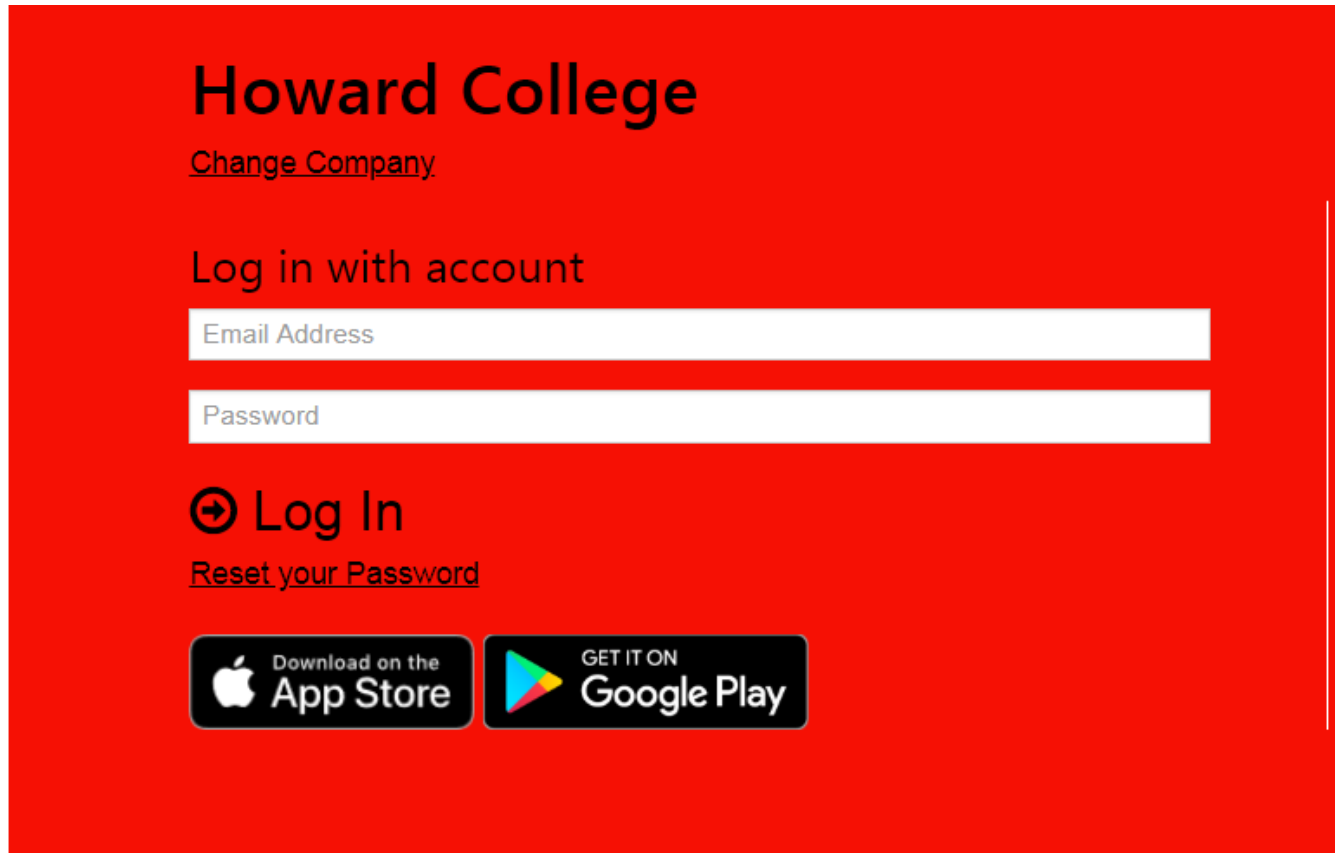


workstation immediately after you leave. For your information security, all users are directed to click “Sign Out” once they have completed using GS.

Future Log Ins:

Always use the link at the top of this handout. It is also available on the HC web page under HR.


It will then take you to the log in page where you will enter your email address and GS password you created.

The image shows a login page for Howard College. The background is a solid red color. At the top, the text "Howard College" is written in a large, bold, black font. Below it, the text "Change Company" is written in a smaller, black font and is underlined. In the center, the text "Log in with account" is written in a black font. Below this text are two white input fields. The first field is labeled "Email Address" and the second field is labeled "Password". Below the input fields, there is a black button with a white right-pointing arrow inside a circle, followed by the text "Log In". Below the button, the text "Reset your Password" is written in a black font and is underlined. At the bottom of the page, there are two black buttons. The first button has the Apple logo and the text "Download on the App Store". The second button has the Google Play logo and the text "GET IT ON Google Play".


Howard College


Change Company

Log in with account

 Log In

Reset your Password

 Download on the App Store

 GET IT ON Google Play