How do I…in Greenshades?

All of the following will begin from your Greenshades (GS) home page

Change of Address or Phone #:

1. Click on HR Profile
2. Click on Address at the left
3. Click on Edit at the bottom
4. Make changes and click Submit

Adding or Changing Emergency Contacts:

1. Click on HR Profile
2. Click on Contacts at the left
3. To edit an existing contacts information, click Edit beside their name.
4. To delete and existing contact, click Delete beside their name.
5. To add a contact, click Add Contact

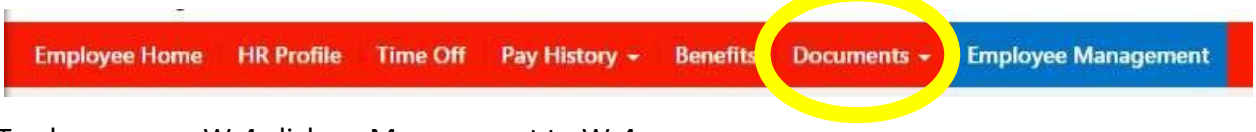
View Paystubs, W-2's or 1095-C's:

1. Hover over Pay History in the navigation bar.

2. To view Paystubs, click on Paystubs.
3. To view W-2's or 1095-C's, click on Tax Forms.
4. Click on the drop down arrow to select the form you want to view.

W-4 and Direct Deposit:

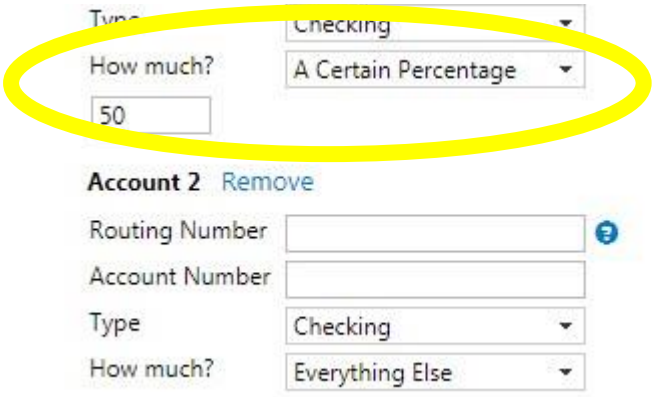
1. Click on Documents in the navigation bar



2. To change your W-4 click on Manage next to W-4
3. Click on Create W-4

5. Click on Federal W-4

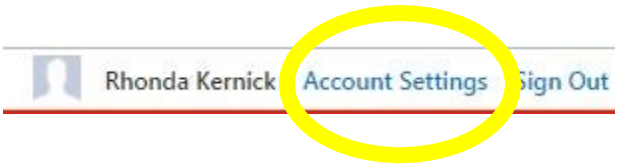
6. At minimum you must complete box 1 and signature box.
    a. We are not allowed to advise you on how to complete this form. If you need additional help, complete box 1 and the signature box and taxes will be figured based on current tax tables and your income. You can always do another W-4 when you seek advice from a tax preparer.
7. Click on Manage next to Direct Deposit
8. New direct deposit:
    a. Click on the radio button "I would like to be paid by direct deposit"
    b. Click on New Account
    c. Complete and verify information
    d. Click submit
9. Changing existing information:
    a. Change/edit information
    b. Click submit
10. To set up direct deposit to more than one account:
    a. Follow instructions above, then click on New Account to add 2nd account information
    b. Click on the drop down arrow by 'How much' to indicate a percentage or dollar amount
    c. Put percent or amount in box below that



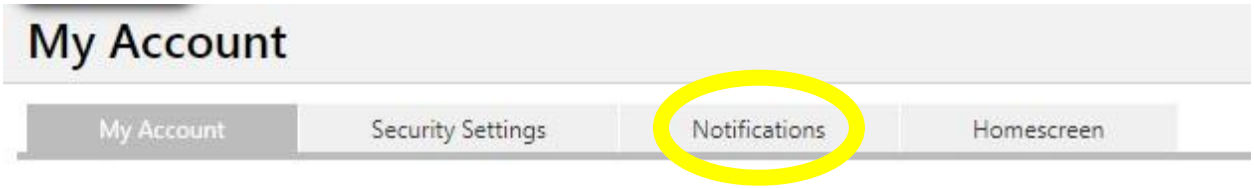
11. Complete 2nd account information and indicate 'How much' on this account
12. Verify account and routing information is correct and click submit
13. The first check after a new direct deposit is set up or a change is made will be a paper check and you pick them up in your campus business office. The direct deposit will go into effect the following month.

W-2 and 1095-C Distribution Preference:

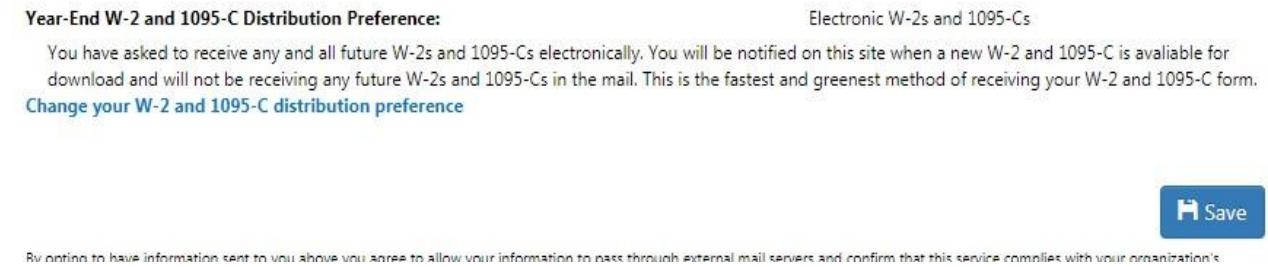
1. Click on Account Settings at the top right of the screen next to your name



2. Click on the Notifications tab



3. Click on the blue link Change your W-2 and 1095-C distribution preference.



Split Employees: If you are a split employee you have to complete information on both the HC and SWCID pages/accounts. (Direct deposit, W-4 tax withholding, handbook review, etc.)