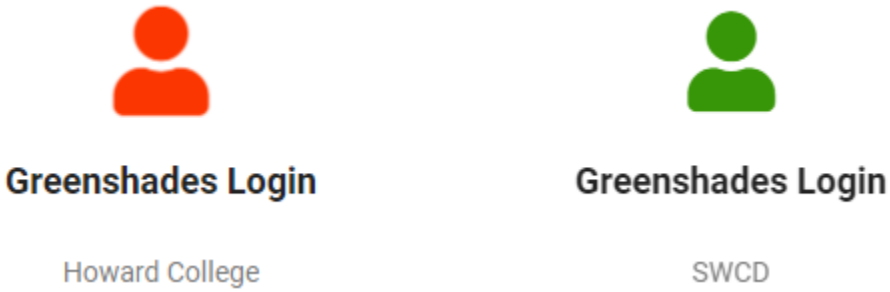
Greenshades (GS) Employee Training

Creating Greenshades Account-

Your Howard College (HC) email must be set up and activated before you can create your GS account.

On the Howard College web page scroll to the bottom under Quick Links and click on Employees.

You will see the link for the HC GS log in (red) and the SWCD GS log in (green).



Once you click on the link you can bookmark it on your computer for future use.

Note: HC employees who are split with SWCD will create an account thru the HC page.

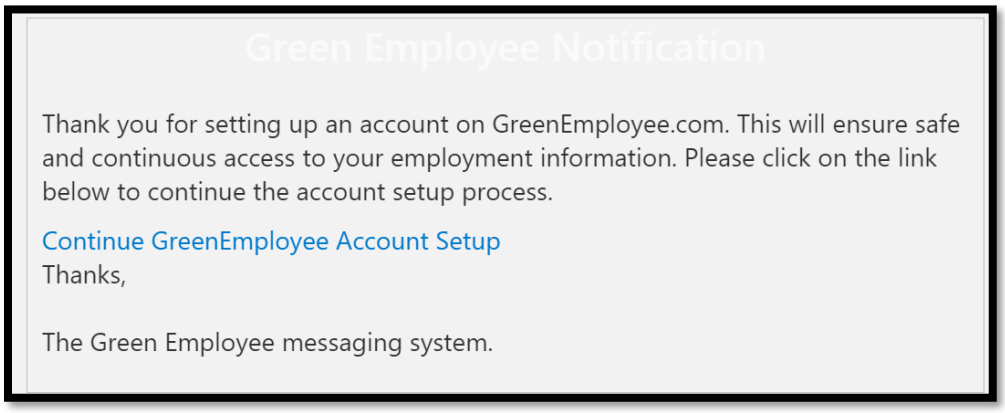
SWCD employees who are split with HC will create an account thru the SWCD page.

1. Select the "Create an Account" option. Do not try to log in until you Create one.

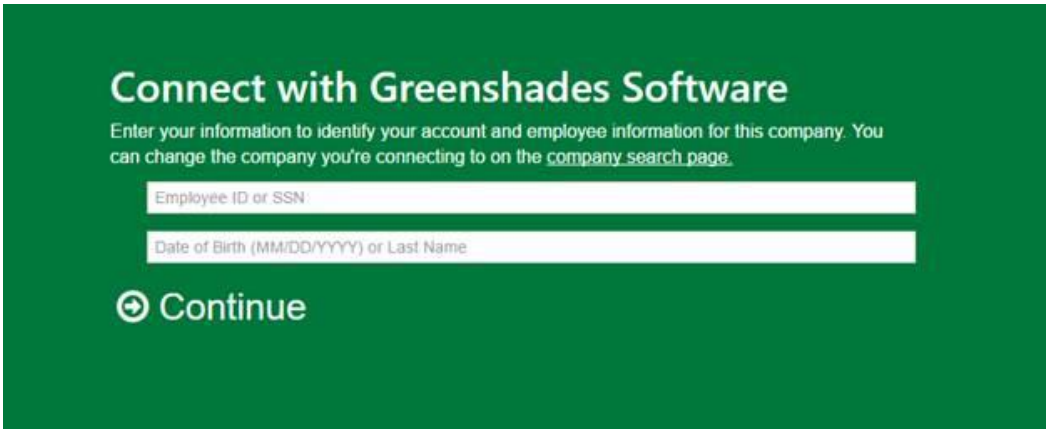
2. From there, enter in your **work (HC) email address** and a password based on the rules you want to use. Hit Continue.

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 GS 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 or on your phone in the box on the GS page where it prompts you to enter it.

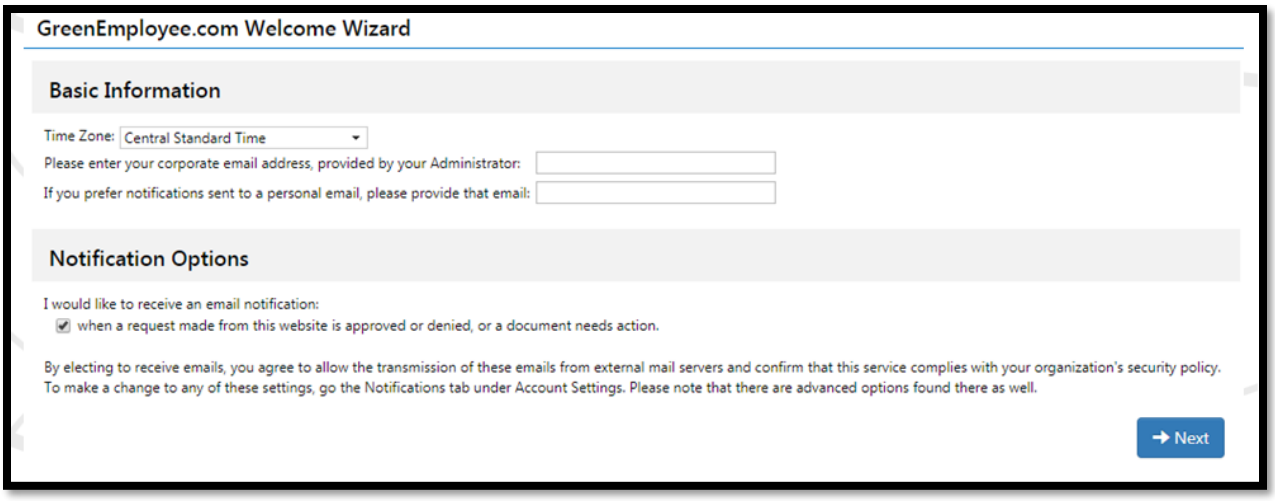
You will now go back to the log in screen and log in using your email address and the password you created.

Your first visit to Greenshades Online

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

- 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.

HR will review and approve any changes made.

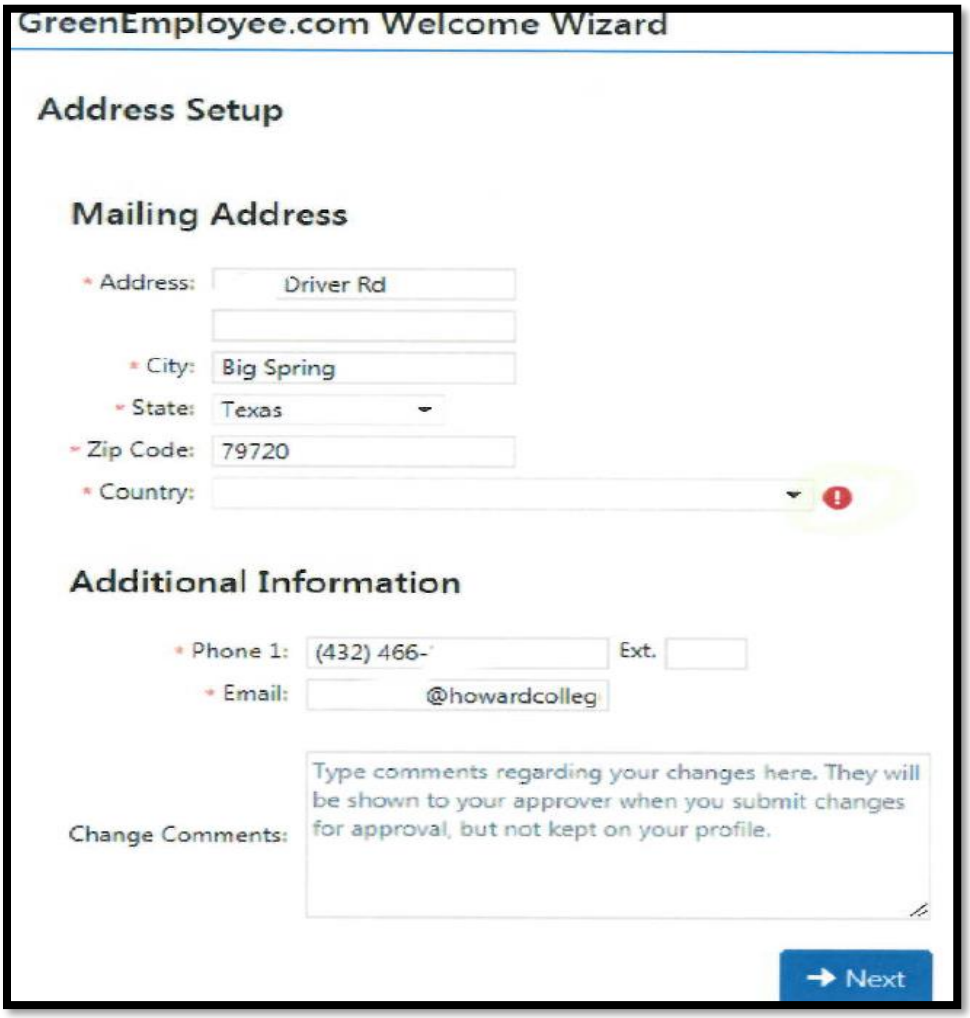


Time Zone: Should default to Central Standard Time

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 your email. If you use a personal email account such as Yahoo, Gmail, etc., IT may be unable to help with it.



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.

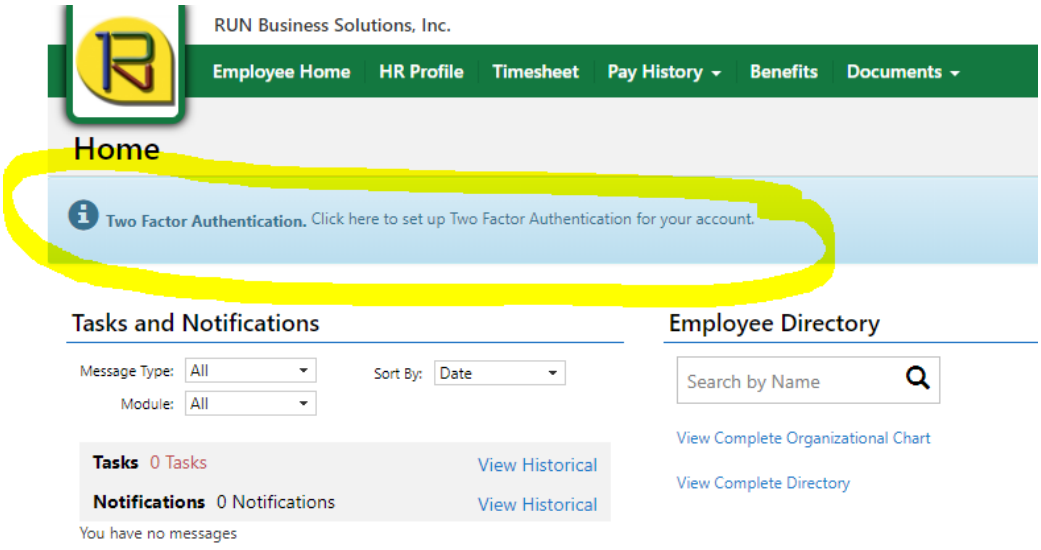
Your GS Homepage

Your GS homepage will be populated by a number of widgets, which can include information about your most recent paystub, your Time Clock, Company Bulletins and Tasks and Notifications. All widgets can be dragged around the screen.

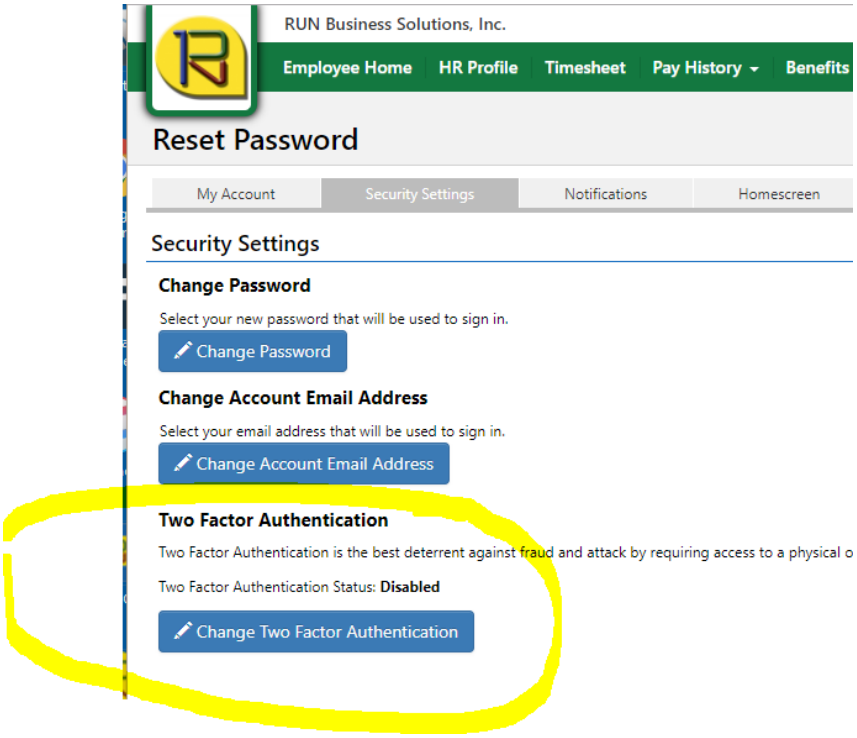
You can opt to remove the recent paystub information from your Home screen by clicking on Account Settings in the top right corner (the Bulletins and the Tasks and Notifications widgets cannot be removed). Click on Home screen and uncheck the box to remove the paystub from your home screen.

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.

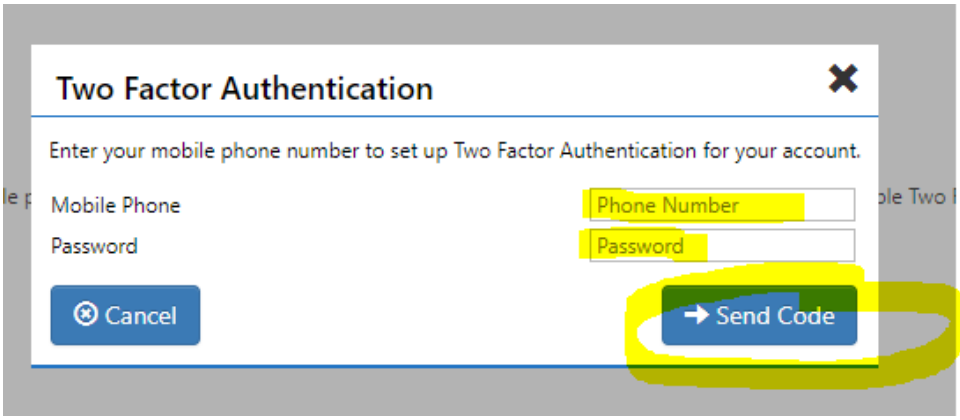
On your Home page, click on the blue Two Factor Authentication.



Click on the blue Change Two Factor Authentication



Enter your cell number that you can receive texts on and GS password. Send Code and it will text you a verification code to complete the set up.

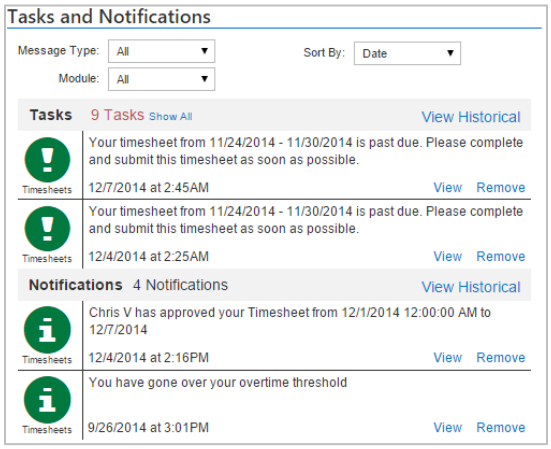


Note: If you change phone numbers, this is the same place you would go to change your cell # for receiving text codes. You must do that BEFORE you change numbers.

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.

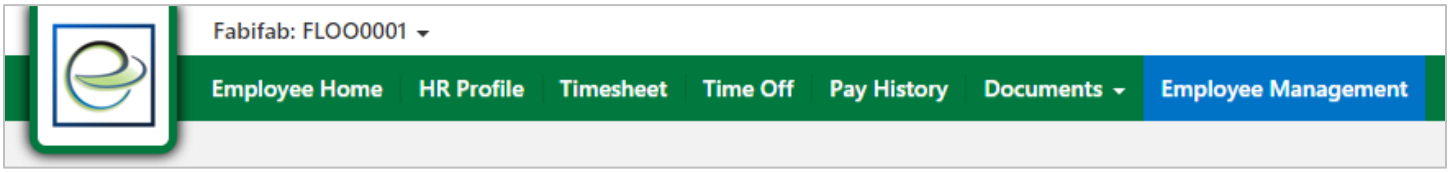


Tasks and Notifications

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.

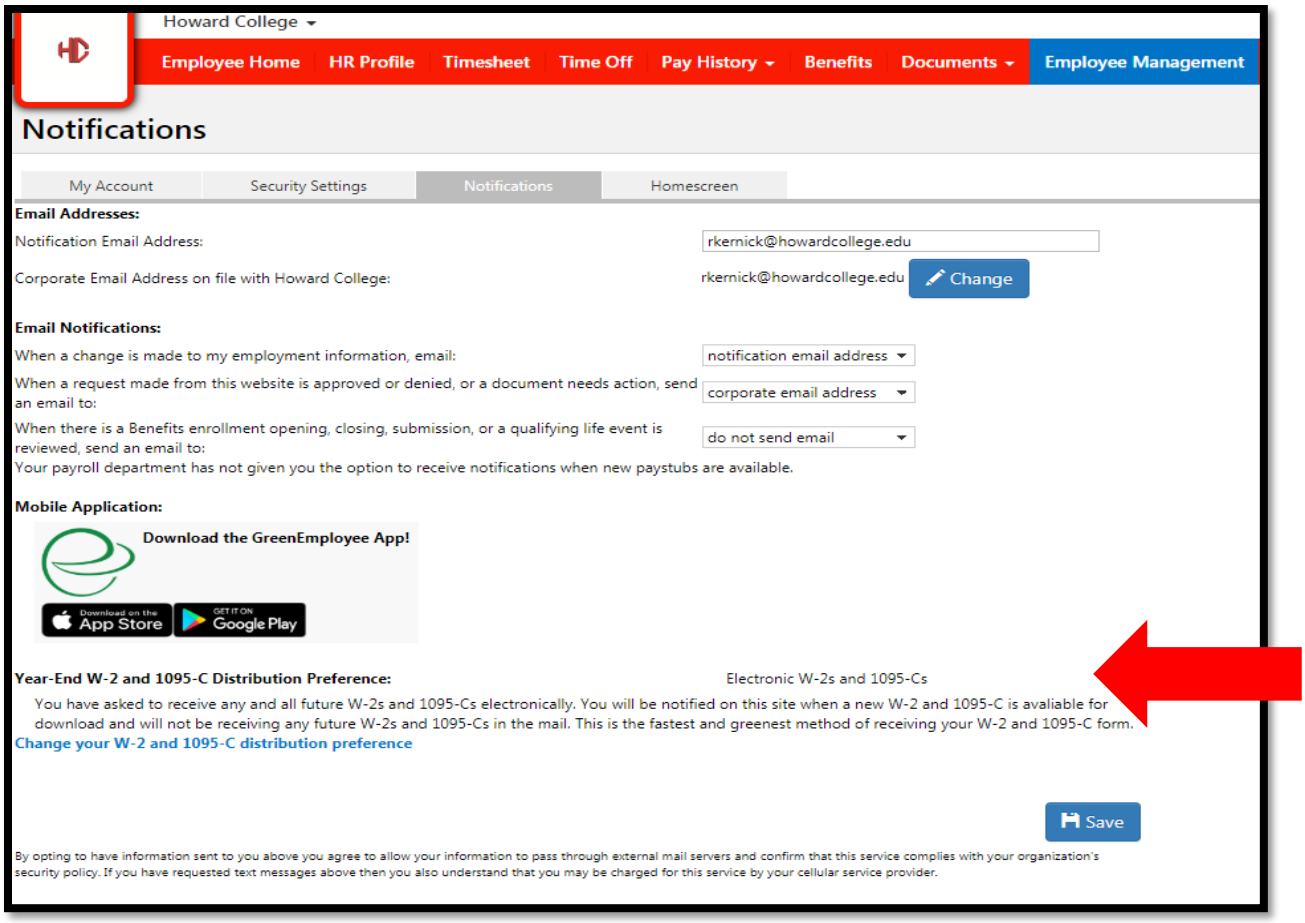
Basic Navigation

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



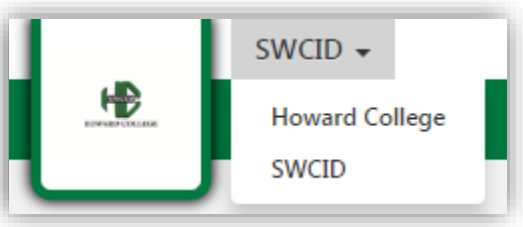
The navigation items may vary, depending on if you are a supervisor or not.

- Employee Home will return you to the GS homepage where you will clock in (if applicable) 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. Exempt employees will not have the Timesheet tab.
- Exempt employees only: Time Off is used to enter your leave (make a new request) and to review prior requests.
- Pay History allows you to review past paystubs and tax forms (W-2s and 1095-C's).
- Benefits allows you to view the current benefits you are enrolled in. **This is for reference only. Never attempt to make changes in the Benefits tab.**
- The Documents dropdown takes you to electronic library of your W-4 form, Direct Deposit sign-up sheet, and the Employee Handbook acknowledgement.
- Employee Management is a section for supervisors to approve leave, timesheets and review pending tasks.



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.

If you are a split employee, you can switch from HC to SWCD or vice versa by clicking on the drop-down arrow at the top left of your screen above "Employee Home".



If you are a split employee receiving checks from HC and SWCD you must complete the following on BOTH sides:

- W-4
- Direct deposit
- Employee Handbook

HR Profile

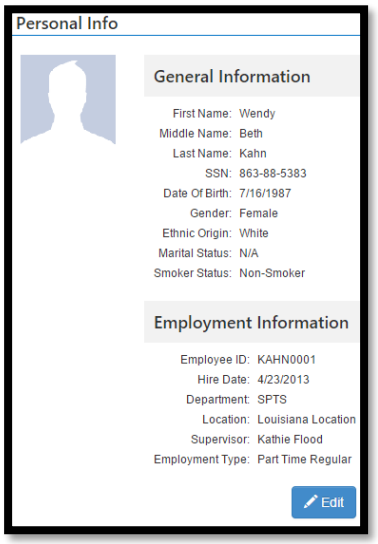
Overview

Using the HR Profile module of GS you can update your personal 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 and Contacts. Once you have accessed any sub-page, click the Edit button to make changes.

PLEASE VERIFY ALL OF YOUR HR PROFILE DATA.

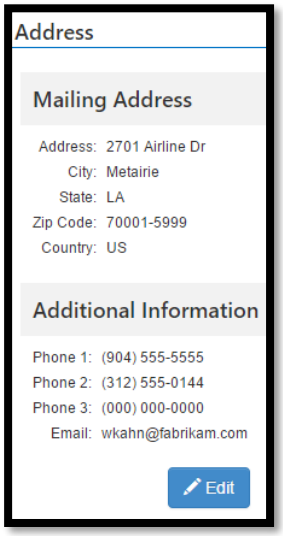
Personal Info

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.



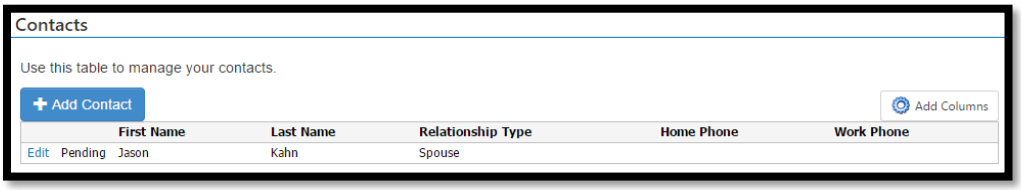
Address

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.



Contacts

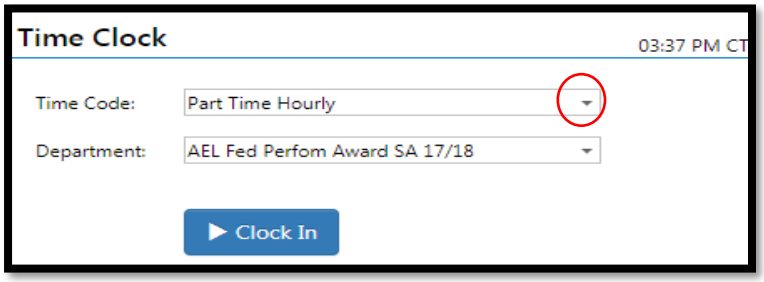
Emergency contacts can be managed through the HR Profile module under the Contacts tab. Use the "Add Contact" button to add a contact or click Edit to make changes to an existing one. New or edited contacts will be sent to HR/Payroll for approval. It is required that every employee have at least 1 emergency contact. If you are a split employee you may add your emergency contacts on both sides but are only required to do so on your home site page.



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



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.

Pay periods are:

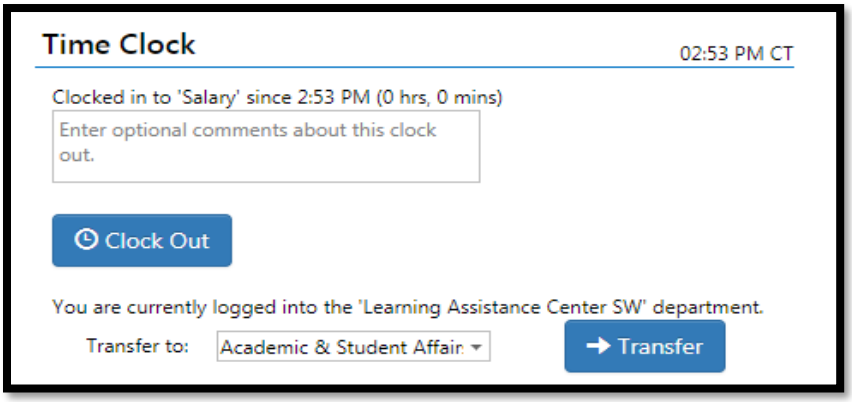
The 1st – 15th of every month and

The 16th – the end of every month

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

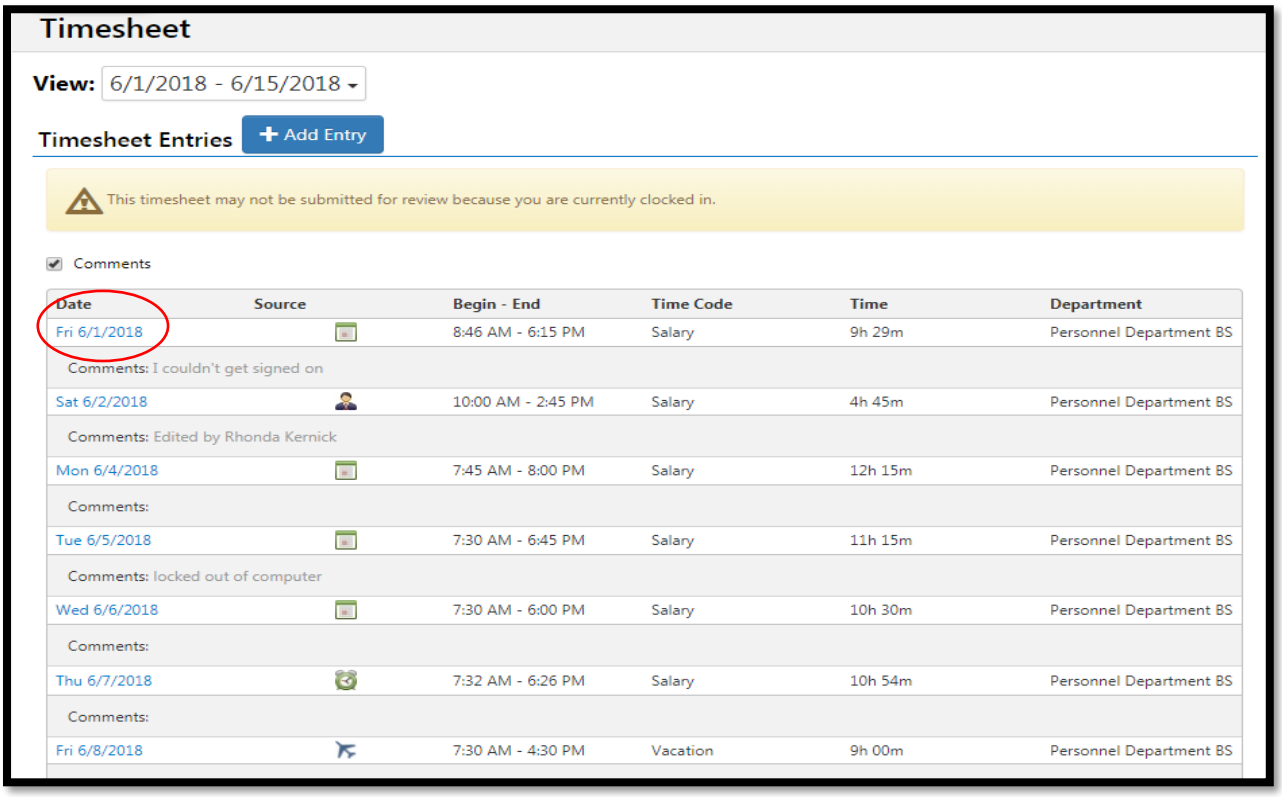
When you are not clocked in, the Time Clock will look like the picture above. You are able to select the appropriate Time Code (if it doesn't default) and select a Department (you will only have to change departments if you work in more than 1 area) and then clock in. Part-time employees should clock 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. Full-time employees should clock into the "Salary" time code for hours up to 36 in the summer and all hours in the fall and spring. During the summer, full-time employees should clock out of the "Salary" time code when they hit 36 hours. If they work 37 or 38 hours they need to clock in to the "Hourly" time code. This will be the only way to get paid for the 37th and 38th hour worked. Overtime will be calculated by the system so nothing special is necessary for it.

After you clock in, the time clock will provide you an option to Clock Out. When you are ready to Clock Out, simply click 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.

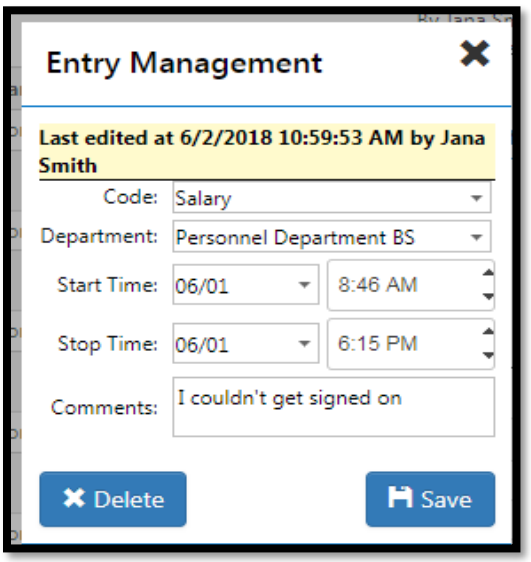


For part-time employees who may work in more than one department, you can 'transfer' to another department instead of clocking out and back in the new department if there is no down time.

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



Only full-time employee may add entries or edit their timesheets. If you need to add a time entry click the blue 'add entry' button at the top of your timesheet. This includes all leave entries for non-exempt employees. The same box appears if you need to edit your time. To edit an existing entry, click on the blue date on the row that needs editing and you can edit by completing the box that opens.



If you are missing a whole day, you will need to add 2 entries. One for the morning ½ and one for after lunch. For example, you worked 8:00 a.m. to 5:00 p.m. and took 1 hour for lunch from 12:00 – 1:00 p.m. You would add an entry from 8:00 a.m. – 12:00 p.m. and one from 1:00 to 5:00 p.m.

All manual time entries MUST have a comment. Leave entries do not require comments unless it is bereavement leave.

Once you 'save' your changes they will show under your timesheet entries and will be documented on each row changed.

Submitting Timesheets for Approval

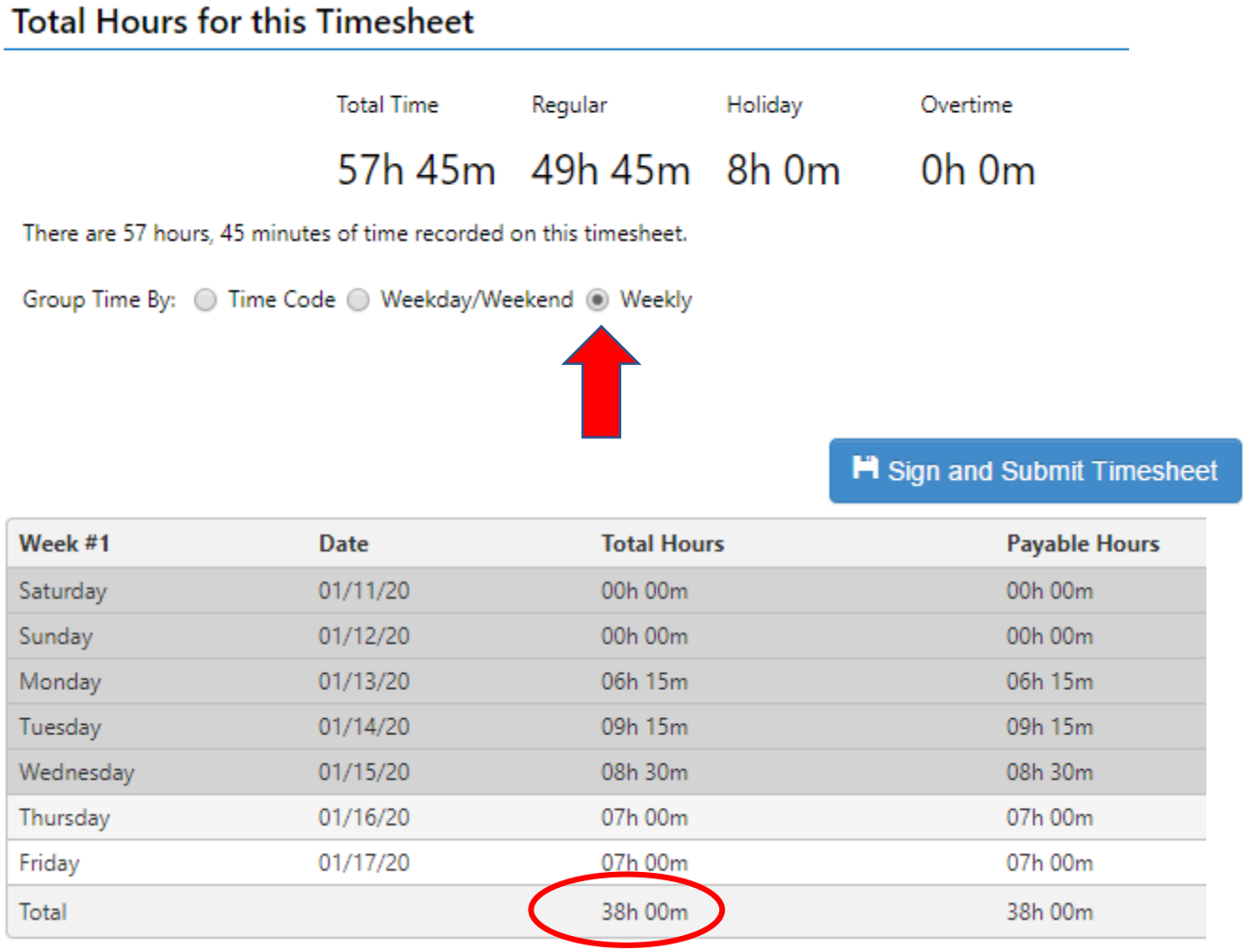
GS requires employees to sign and submit your timesheets by the deadline each pay period to ensure you are paid appropriately and promptly for your hours worked.

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

Once you have verified your timesheet is accurate sign and submit the last day you work in the pay period but no later than the last day of the pay period (the 15th or the last day of the month). By signing and submitting your timesheet you are indicating to your supervisor and the payroll department that what you have submitted is correct.

Every employee is responsible for signing and submitting their own timesheet. This is not the responsibility of the supervisor. In rare occasions when there is an unforeseen circumstance the supervisor has the authority to sign and submit in your absence.

Failure to abide by the timesheet rules and procedures will result in disciplinary action.



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

When you are done verifying your timesheet is correct, click the Sign and Submit Timesheet button.

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 modify and resubmit your timesheet for approval.
Timesheets must be signed and submitted by the employee at the end of each pay period. Although the deadline for approvals is as follows, we ask that employees sign and submit when they clock out the last day of work in each pay period.

1st – 15th must be submitted by the workday following the 15th by 10:00 a.m.

16th – the end of the month must be submitted by the workday following the last day of the month by 10:00 a.m.

Exceptions to these due dates will be announced in advance. Your supervisor must also approve and submit your timesheets to payroll by the above deadlines so if you sign and submit when you clock out on the last day of the pay period this allows them time to get their approvals completed by the deadline.

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.

Time Off/Leave

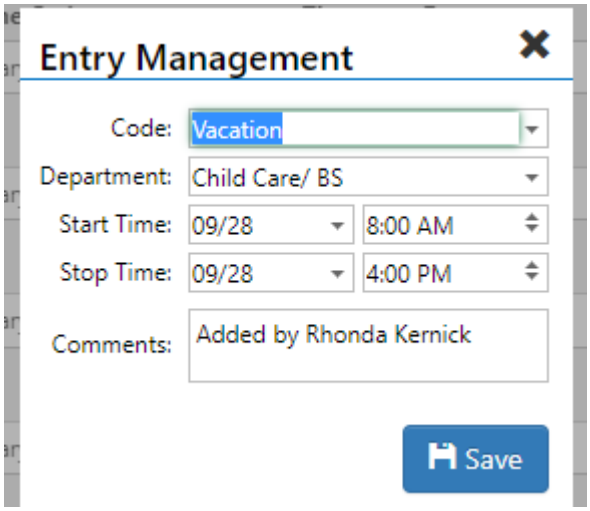
Full-Time non-exempt employees: Input leave into your timesheet. **Do not use the Time Off feature to enter leave**. See above.

F/T non-exempt employees will only access the Time Off tab to view leave balances.

To enter leave into your timesheet:

Click Add Entry

This Entry Management box will appear.



Change the code by clicking the drop-down arrow to the type of leave you need to enter. If a full day is taken enter it as seen in the example above.

Bereavement leave: You must enter the relationship of the deceased in the comments. Refer to policy 5.5 in the Employee Handbook for relationships you can use bereavement leave for.

Leave must be entered in the week the leave is taken and before the timesheet is signed and submitted.

Leave balances for f/t non-exempt employees will be updated after each pay period ends and is approved. Leave balances viewed in the Time Off section reflect totals as of the beginning of the current pay period. Therefore, you will need to deduct any leave in your current timesheet from those balances to know what leave you have available.

Do not enter leave if you don't have the hours available. Time taken when leave is not available should be entered using the leave without pay (LWP) leave code (f/t only).

For example: You take 8 hours of sick leave on Oct. 2. You check your leave balances before entering leave and see that you have 4 hours of sick leave and 7 hours of personal leave.

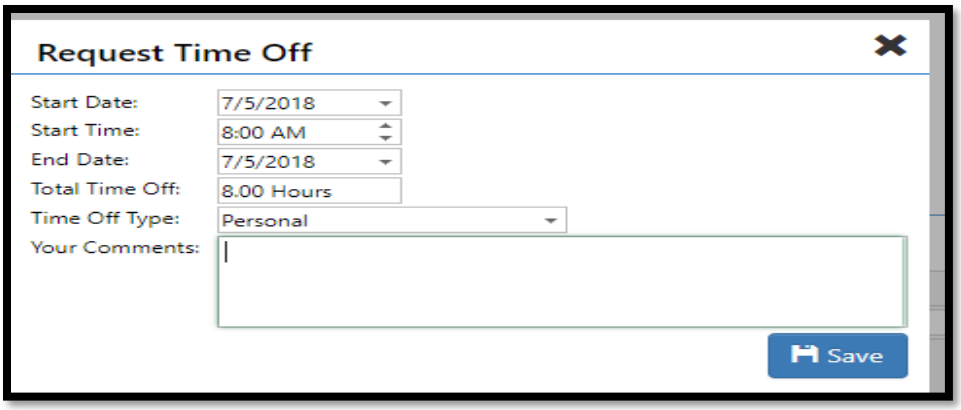
You will put in 4 hours of sick leave and 4 hours of personal leave.

Then on Oct. 10 you have a doctor's appointment which requires you to be gone 2 hours. Your leave balances still show 4 hours of sick leave and 7 hours of personal leave because you are in the same pay period. You can look at your timesheet and see what leave has been entered. You subtract the 4 hours of sick leave you entered on Oct. 2 and know you have a zero (0) balance. You subtract the 4 hours of personal leave you entered on Oct. 2 and know that leaves you with 3 hours of personal leave. You enter 2 hours of personal leave for the Oct. 19 doctor appointment.

If you don't have enough leave to cover your absence you will enter leave without pay (LWP) by selecting the LWP code.

Full-Time Exempt employees: Leave will be entered in the Time Off section. Click on the 'New Request' button on the Time off page. Time off Requests will be sent to supervisors for approval. If approved by your supervisor, you will not need to do anything when you return from leave as the request will be processed upon approval. Time off requests will show in 'upcoming usage'.

We ask that all leave is entered prior to the day it is taken whenever possible. When unexpected leave is taken (like sick leave), you can enter the leave from home since GS is web based. At the latest, it should be entered immediately upon return if returning in the same week. If you have an unexpected extended leave you need to communicate with your supervisor so they can enter leave for you. Leave must be entered in the week it is taken.



You must enter the relationship of the deceased in the comments when entering Bereavement leave.

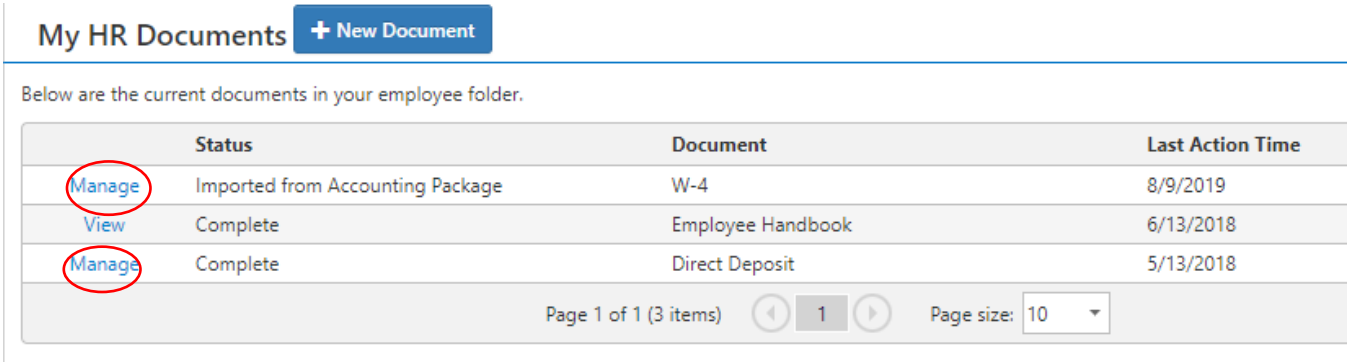
Benefits

This tab allows you to review your existing benefits and make changes during summer enrollment and/or when you have a Qualifying Life Event (QLE).

Note: This is for reference ONLY. Please do not attempt to make any changes in this section.

Documents

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



W-4: If you click on 'manage' by 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 through 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 3 – Claim Dependents: Note that any amount you put here will be a monthly deduction. Not annual.

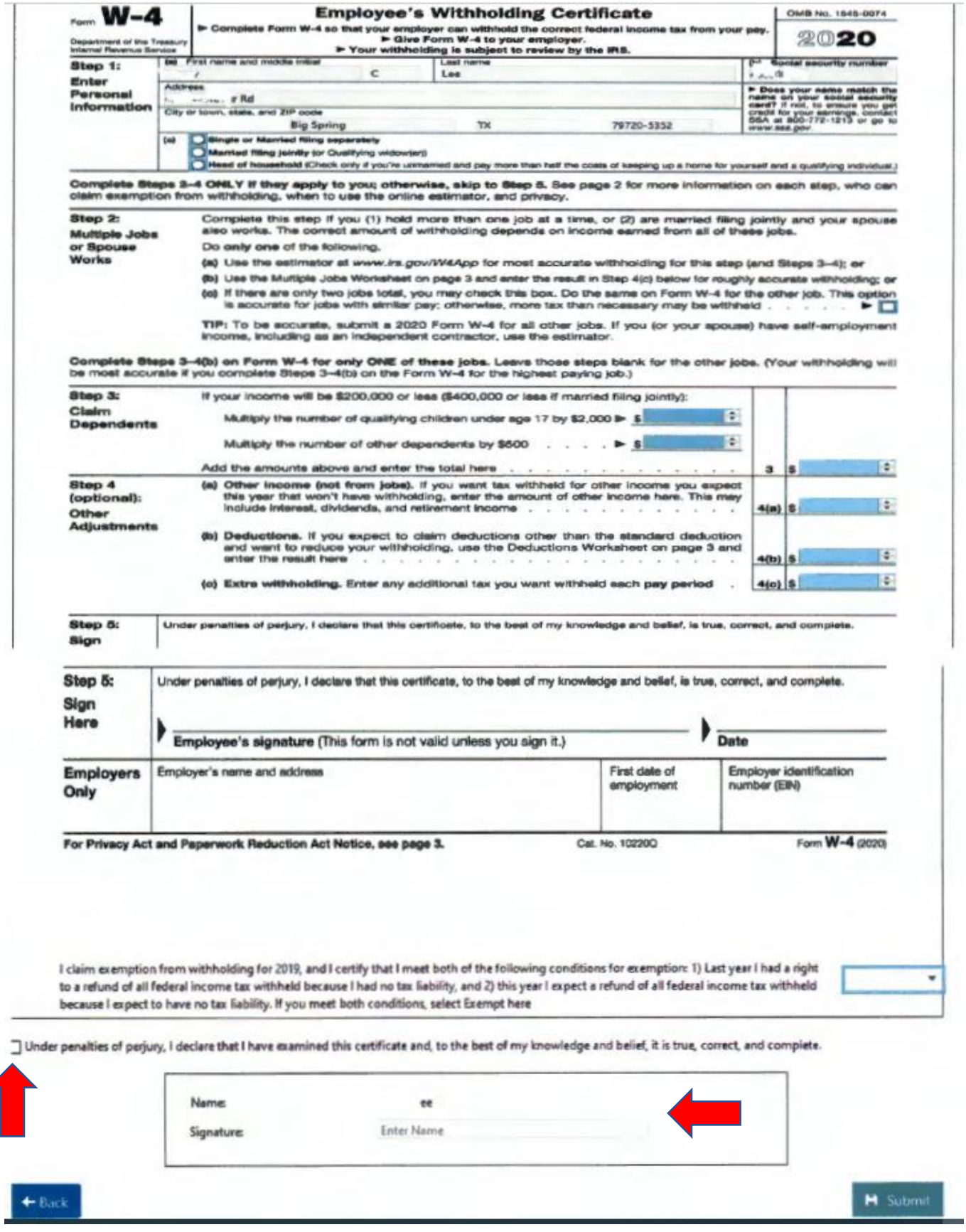
Step 4c: Only complete if you want an additional dollar amount to come out for Federal Income Tax.

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.

Type your name in the 'signature' box exactly as it appears above that box to electronically sign.

Hit Submit.



Form **W-4** — Department of the Treasury, Internal Revenue Service

Employee's Withholding Certificate

► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
► Give Form W-4 to your employer.
► Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2020

Step 1: Enter Personal Information

(a) First name and middle initial: C | Last name: Lee | (b) Social security number

Address: # Rd

City or town, state, and ZIP code: Big Spring | TX | 79720-5352

► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

(c) ☐ Single or Married filing separately
☐ Married filing jointly (or Qualifying widow(er))
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ► ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ► $

Multiply the number of other dependents by $500 . . . . ► $

Add the amounts above and enter the total here . . . . . 3 $

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) $

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . 4(b) $

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . 4(c) $

Step 5: Sign

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

► **Employee's signature** (This form is not valid unless you sign it.) ► **Date**

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form **W-4** (2020)

I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption: 1) Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and 2) this year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, select Exempt here

☐ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Name: ee

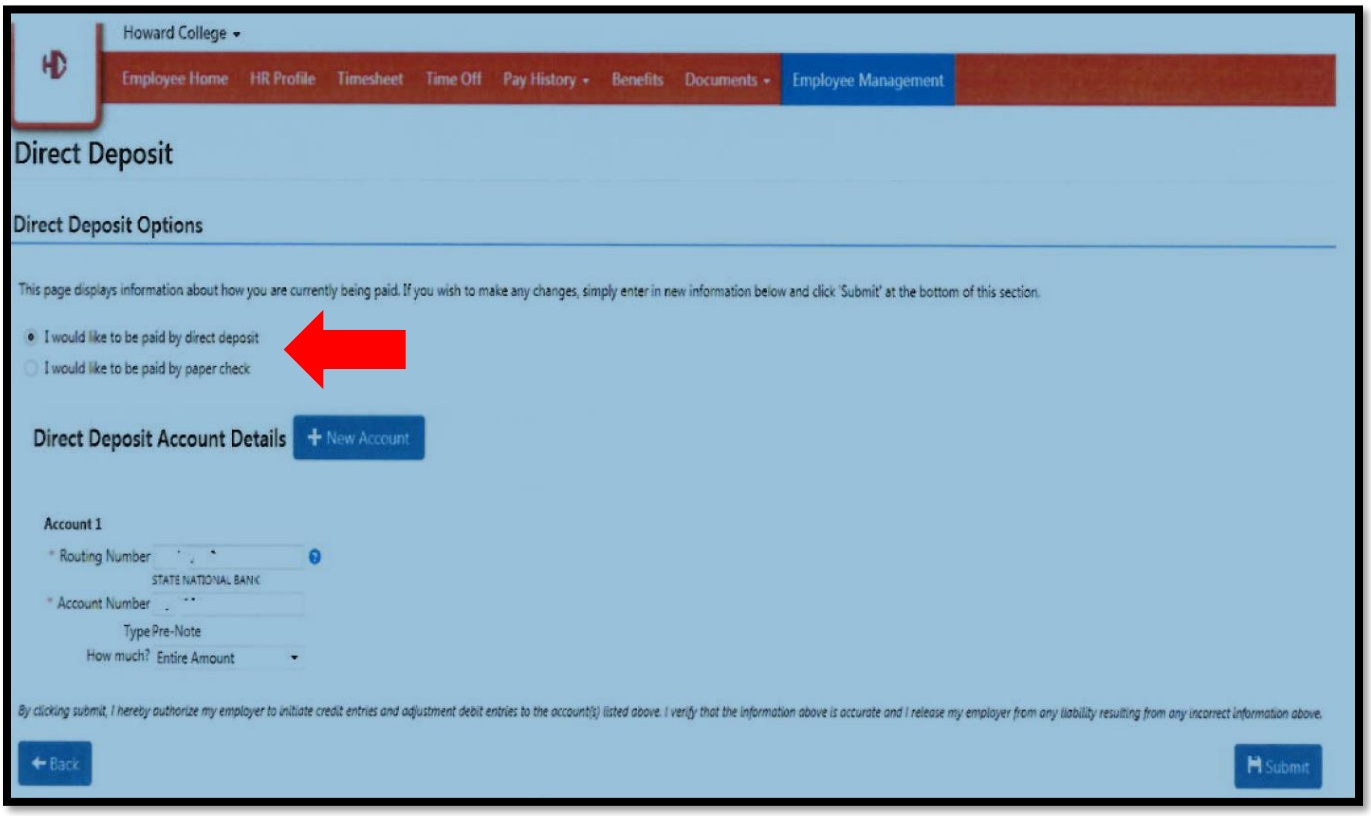
Signature: Enter Name

← Back

Submit

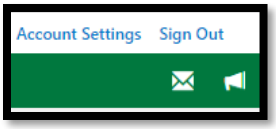
Direct Deposit: If you click on 'manage' on the Direct Deposit line you can add or edit direct deposit information. You also have the option to direct your deposit to different accounts and/or banks. (see below; choose from the drop down arrow by "How much?").

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 and it will be in the business office of your 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.



Full-time employees are required to participate in direct deposit and will not have the option of a paper check. However, we encourage all employees to participate in direct deposit. Therefore, you can sign up at any time.

Leaving Greenshades

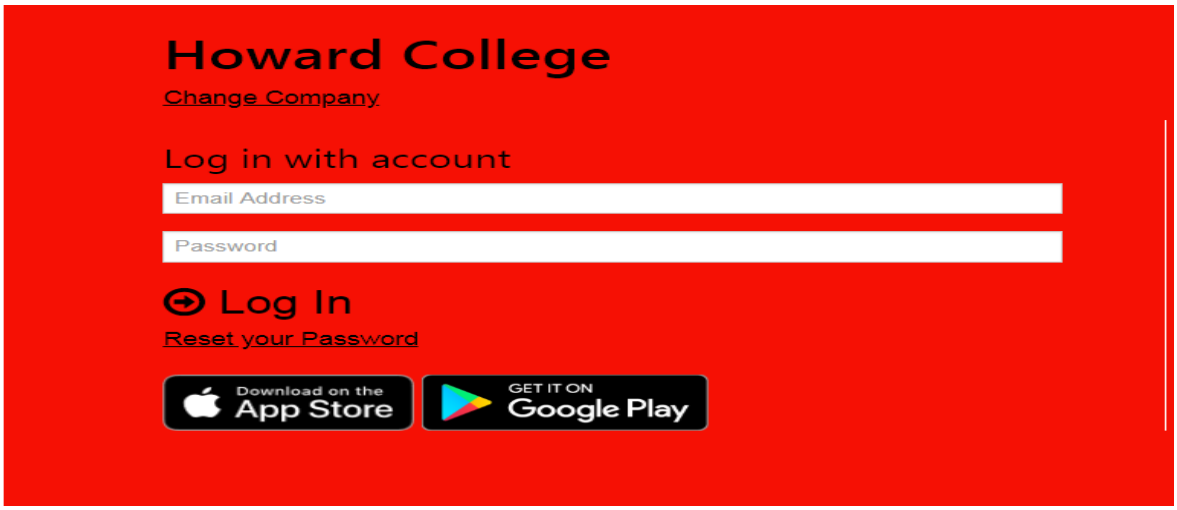


Once you have completed your visit to GS click the "Sign Out" link in the top right of the page. This is especially important if you share a workstation with one or more employees who may be using the terminal once you are finished. Merely closing the browser or minimizing your active webpage leaves 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 from the HC webpage (or bookmark it).

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



Web and App Access

This system is web based so it can be accessed from anywhere. (only employees authorized to do so will have access to clock in off-site).

The phone app is GreenEmployee and the logo is

When asked for the company:

howardcollege or

swcid

<u>Employees and the mobile app:</u>

Pay statements

Tax forms

Time off requests

<u>Supervisors and the mobile app:</u>

You can view time off requests for exempt employees and approve them. It <u>does not</u> allow supervisors to approve timesheets.

View tasks

View your employees

View clocked in employees