Greenshades (GS) Employee Training

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)

Note: Howard 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 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 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 GreenEmployee.com Homepage

Your GreenEmployee.com 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*
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 W-2s.
- **The Documents dropdown** takes you to electronic library of your W-4 form (beginning Jan. 2019), Direct Deposit sign-up sheet, and other documents, as well as Employee Evaluations (when we begin using this feature).
- **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 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 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 at least one side.
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.

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 this above. You are able to select the appropriate Time Code and select a Department (you will only have to change departments if you work in more than 1 area), 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. 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.

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 an 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.

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 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.

When you are done verifying your timesheet is correct, click the Sign and Submit Timesheet button. This will open a window to review totals and add comments before submission. Click Sign and Submit to submit 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 modify and resubmit your timesheet for approval.

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.

Change to ‘weekly’ under Total Hours for this Timesheet. Doing this will calculate the weekly totals for you.
Time Off/Leave

F/T non-exempt employees: Input leave into your timesheet. Do not use the Time Off feature. See above.

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

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

If a leave entry needs to be entered after you have taken the leave (for example, you call out sick), you will edit your timesheet and add a leave entry.

Leave is entered in quarter hour increments. 15 minutes is entered as .25, 30 minutes as .50 and 45 minutes as .75.

Leave balances for f/t non-exempt employees will be updated after each pay period ends and is approved.

Exempt employees: Leave will be entered as a ‘request’ by clicking 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’. Balances are updated at the end of each pay period.
You must enter the relationship of the deceased in the comments when entering Bereavement leave.

If a leave entry needs to be entered after you have taken the leave (for example, you call out sick), you can still use the ‘new request’ button.

Leave is entered in quarter hour increments. 15 minutes is entered as .25, 30 minutes as .50 and 45 minutes as .75.

All planned leave should be entered prior to the leave being taken.

**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 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.**

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

Hit Submit.
**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.

### Step 1: Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name and middle initial</td>
<td>C.</td>
</tr>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Social security number</td>
<td>2G78-76-0007</td>
</tr>
<tr>
<td>Address</td>
<td>7620-6952</td>
</tr>
<tr>
<td>City, State, and Zip code</td>
<td>Big Spring, TX 79720-1352</td>
</tr>
<tr>
<td>Single or Married Filing Jointly (Married Filing Jointly or Qualifying Widow(er))</td>
<td>Single</td>
</tr>
<tr>
<td>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)</td>
<td>No</td>
</tr>
</tbody>
</table>

**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(b) 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.

### 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.

### Step 4: Other Adjustments

**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.

(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 9 and enter the result here.

### Step 5: Sign Here

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

**First date of employment**

**Employer identification number (EIN)**

For Privacy Act and Paperwork Reduction Act Notice, see page 5.

Cat. No. 102900 Form W-4 (2020)

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I claim exemption from withholding for 2020, and certify that I meet both of the following conditions for exemptions:

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, is true, correct, and complete.**

**Name:**

**Signature:**

Enter Name
**Direct Deposit:** If you click on ‘manage’ on the Direct Deposit line you can add 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. We encourage all employees to participate in direct deposit and will be transitioning all part-time to direct deposit in the future. 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 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.

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

Employees and the mobile app:

Pay statements
Tax forms
Time off requests

Supervisors and the mobile app:

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

View tasks
View your employees
View clocked in employees