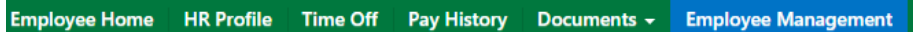# GreenEmployee.com
Manager Basics

This quick start guide describes how managers use the manager center, delegate responsibilities, and view subordinate pay history information use GreenEmployee.com.

Using the Employee Management section

As a manager, you will have access to an extra section of GreenEmployee.com designed for managing your subordinates, called Employee Management. The navigation button for Employee Management will usually be colored differently from the rest of the navigation, to indicate that it is a wholly separate section of the site.

| Employee Home | HR Profile | Time Off | Pay History | Documents ▾ | Employee Management |

Employee Management

Along the left of the page, you'll find a navigation bar for a variety of functions related to managing your employees. The specific modules you have will vary, as will the access within each, based on what your administrator has allowed. The majority of sections under Employee Management use grids to display information. Most columns can be filtered to narrow down information, or sorted alphabetically or numerically (as appropriate). Some grids will have optional columns that can be added in via the Add Columns button. Click the button and drag a column to where you need it. Conversely, to remove a column, open the Add Column and drag the column you wish to remove. All grids will also have options to export their information as a PDF or Excel spreadsheet.

Employees

Employee List

On entering the Employee Management section, you first will see a list of your direct subordinates. From here, you can access those employee's profile. The information available to you in this grid and in the profiles will vary, as it is set up by your administrators.

Organization Chart

The Organization Chart shows you the hierarchy of your company, defaulting to a view of your superiors and subordinates. You may also use this area to search for employees in other departments of your company.

Messages/Bulletins

This section is used to send Messages (via the Tasks and Notifications widget) to your subordinates, or set up a Bulletin (seen in the Bulletins widget) for your subordinates. This is a great tool for posting department information and news or letting your employees know about something they need to take care of on GreenEmployee.com.

Profile

Pending Changes

If your administrators have set you up to approve Profile changes (such as address or phone number), this is where you will do so. The red "1" icon in the side nav indicates that you have one pending change from a *direct* subordinate to approve. Note that the grid (right) can be set to show direct or indirect subordinates, but only direct will trigger an icon. Any pending changes will also trigger a Task in your Tasks and Notifications widget on the homepage of GreenEmployee.com (you can disable manager notifications from being visible there, if you wish).

All Changes

This section is a log of all changes submitted to you by a direct or indirect subordinate, including those you have already approved or denied.

Pay History

All Statements

In this section you can see the paystub of all your direct and indirect subordinates.

Dashboard

The Pay History Dashboard section offers a variety of pay information on your subordinates, including number of checks in a payroll, total wages, total hours, a pay code breakdown, and a place to download PDFs of check stubs to distribute.

Timesheets

Timesheet Review Center

The Timesheet Review Center is where you will handle the timesheets for your subordinates. This section has a wide variety of functionality, including a tracker for timesheet progress, Submit All and Approve All ability, and a list of your subordinates that are currently clocked in.

Time Off

Pending Requests

This section allows you to view and manage your subordinates' time off requests. You can access both direct and indirect subordinates' requests from here. As with Profile, the red numerical icon tells you how many direct subordinates have pending requests, and you will see a Task in the Tasks and Notifications homepage widget. You may also submit a Time Off request on behalf of a subordinate from any of these three sections.

All Requests

This section is a grid of all Time Off requests submitted to you by a direct or indirect subordinate, including those you have already approved or denied.

Time Off Balances

The Time Off Balances section allows you to see the balance of available time off for each of your direct and indirect subordinates, broken down by type (e.g. Sick or Vacation). The grid shows current balance, any hours approved by not yet used, and their available hours.
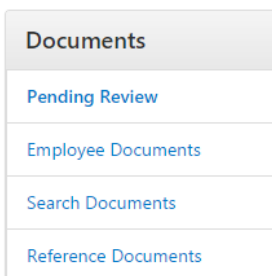
Documents

Pending Review

Any HR documents your subordinates have submitted for your review will show up in this section. As with other sections, any pending documents from direct subordinates will trigger a red numerical icon.

Employee Documents

This section holds any documents belonging to your direct and indirect subordinates, such as disciplinary, training, or policy documents. These may be documents they uploaded (e.g. signed policies) or you uploaded (e.g. disciplinary documents).

Search Documents

This page allows you to search for documents belonging to your subordinates, using key terms (or "tags").

Reference Documents

This is a grid of company-wide reference documents (e.g. an office conduct policy) that are available to your direct and indirect subordinates.

Expense Reports

Pending Review

Any Expense reports submitted by direct or indirect subordinates will be available here for you to review and approve.

All Reports

In this grid, you can see all expense reports ever submitted by your subordinates, including one you have denied.

Track Trends

This pages helps you keep track in trends in expense reports from your subordinates.

Evaluations

Upcoming

Similar to Pending sections of other pages, this section tells you which of your direct and indirect subordinates have upcoming evaluation, and when those evaluations are due. As with others, the red numerical icon indicates how many *direct* subordinates have upcoming evaluations.

Completed

This grid allows you to go back and see past evaluations of your subordinates. This includes evaluations your direct subordinates conducted of *their* subordinates and evaluations of your current subordinates by a previous manager.

Company Trends

This page contains trend line of the average Evaluation scores of all your direct and/or indirect subordinates for a given period. There are a number of options within this page to further distill the information for whatever sort of reporting you need.

Employee Trends

This page functions the same as the previous, except that it allows you to view the data by individual employee. Whereas Company Trends displays all of your direct and/or indirect subordinates, Employee Trends allows you to look at the progress of one employee, or compare the Evaluations of two or more employees.

Delegation Options

If you take vacation or need to grant some of your access to a co-worker (subordinate or otherwise), you have the ability to do that through Delegation Options. Delegating allows you to give another employee the same capabilities you have under the Manager Center for your subordinates. You can also delegate only some of your access, based on modules. For example, you may wish to delegate only timesheet reviews and save reviews of the time off requests until you return from vacation.

To delegate to another employee, go to Delegation Options, then use the Search capability to find the employee. Click "Add" to open the delegation options, use the check boxes to delegate the appropriate level of responsibility. Click Save when you are done. That employee will now see an Employee Management button on their navigation. Their Employee Management section will show all modules, but only the ones you delegated will have any data. If the co-worker is already a manager of other employees, then yours will be added into their normal modules.

To remove their delegation, go back to that page, uncheck the boxes, and Save. Alternatively, if you access any module

that you have delegated, you'll see the warning at the right. Clicking "Disable Delegation" will turn off the delegation for that module only.

You are currently delegating your Time Off supervisor role to Kevin Kennedy. Disable Delegation

Manager Alerts

As a manager, you have access to email notifications on your functions as a manager, in addition to your own notifications. The Manager Alerts section will allow you to enable or disable those notifications. Here you can determine which email notifications you would like to receive and designate the appropriate email address to send them.