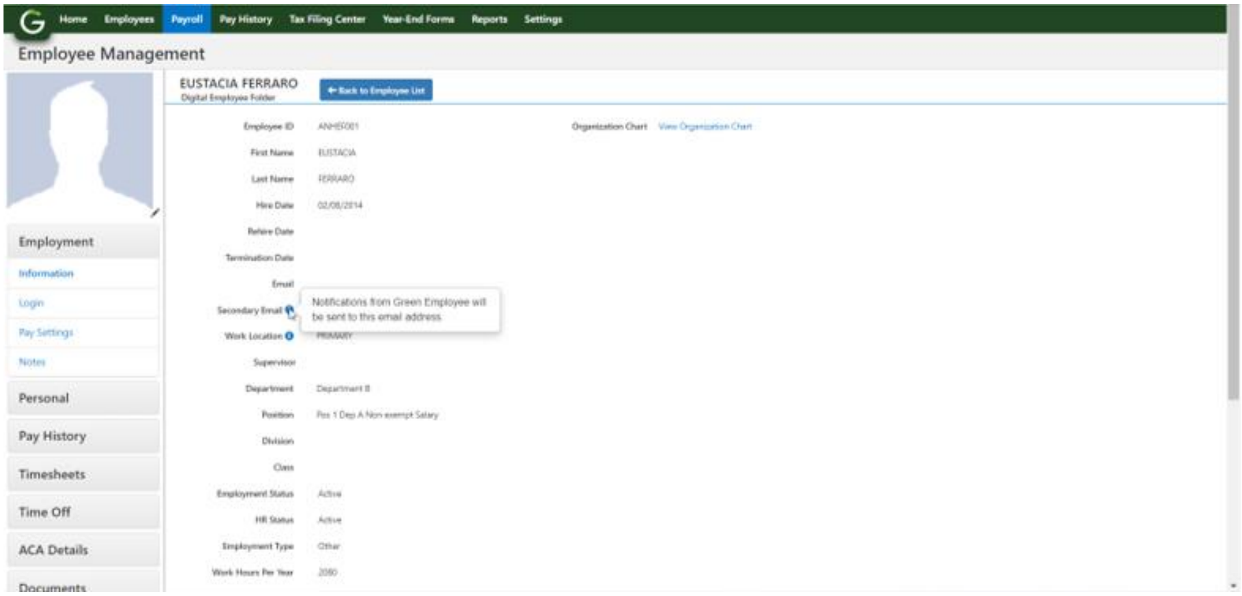
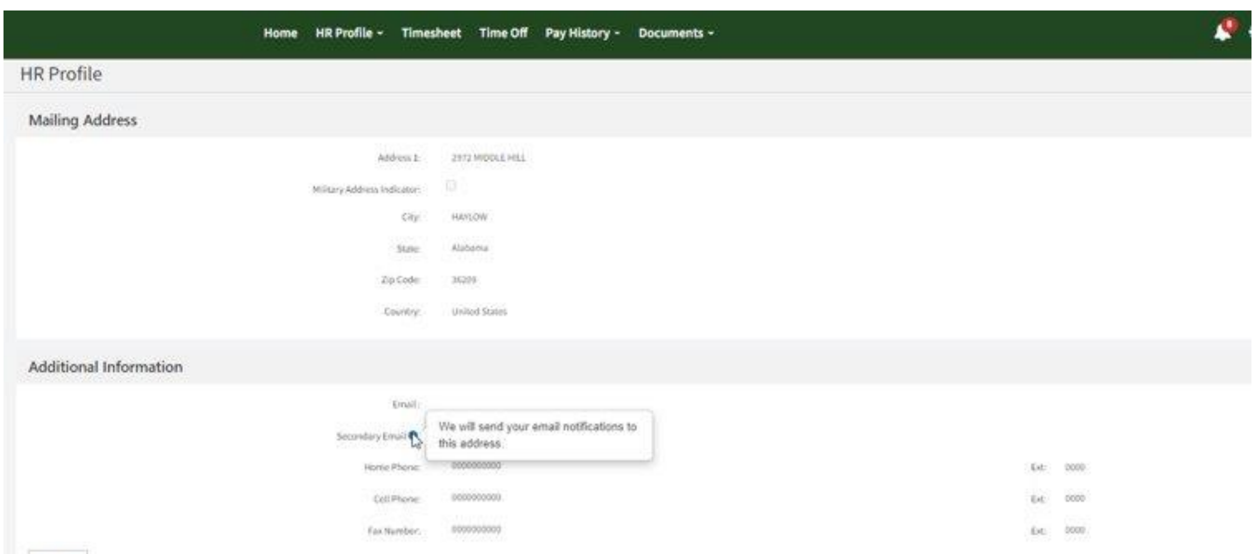
GreenEmployee Release Notes

Anticipated Release: 10-05-22





Enhanced Feature

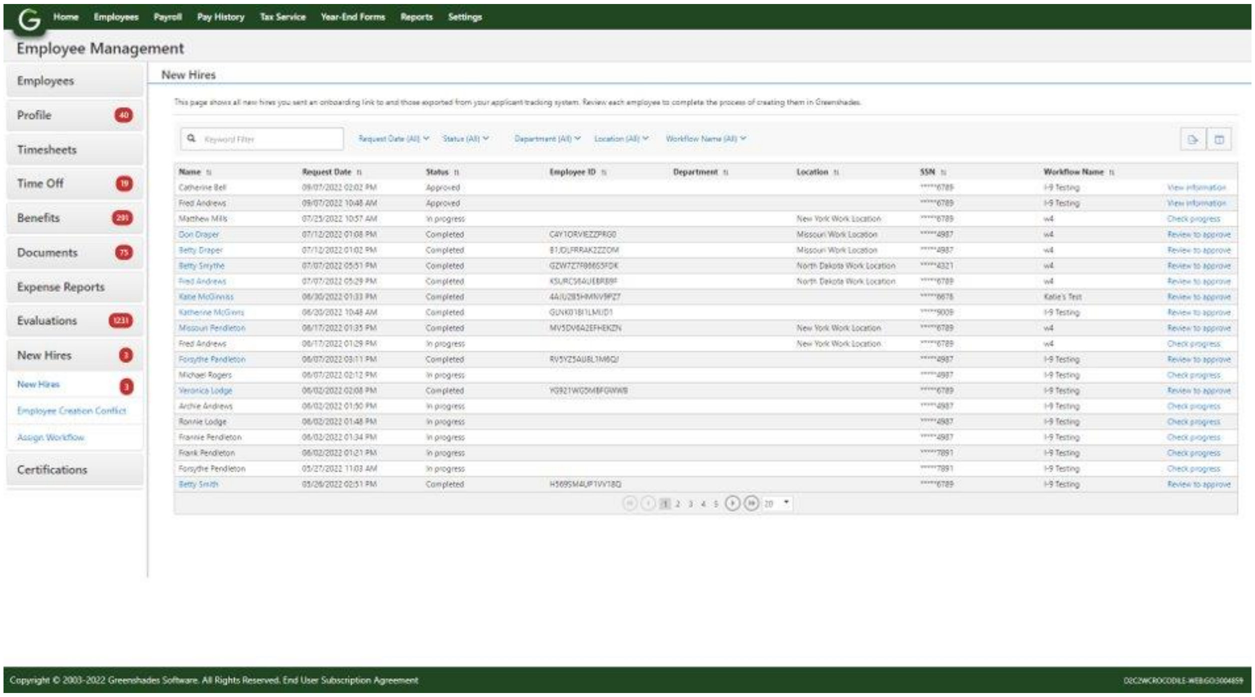
Employees and administrators have a new field on the employee's profile called "secondary email". This email will be used for notifications if the employee would like their notifications sent to a different email address. This field was previously called "notification email" and listed only on Green Employee under the employee settings. If an employee had a notification email listed previously, this will now be listed as the "secondary email" and be found on both Greenshades Online on the employee card and/or on Green Employee under their profile addresses.

Navigation:

Greenshadesonline.com > Employees > Personal Information

Greenemployee.com > Profile > Addresses

Anticipated Release: 09-14-22



Enhanced Feature

A few statuses and calls to action have been updated on the New Hires grid for our onboarding and applicant tracking clients. Below are the new status changes:

Workflow Completed is now displaying as ***Completed*** with the hyperlink button labeled "Review to approve"

Workflow Rejected is now displaying as ***Rejected*** with the hyperlink button labeled "View rejection"

Onboarding Completed is now displaying as ***Approved*** with the hyperlink button labeled "View information"

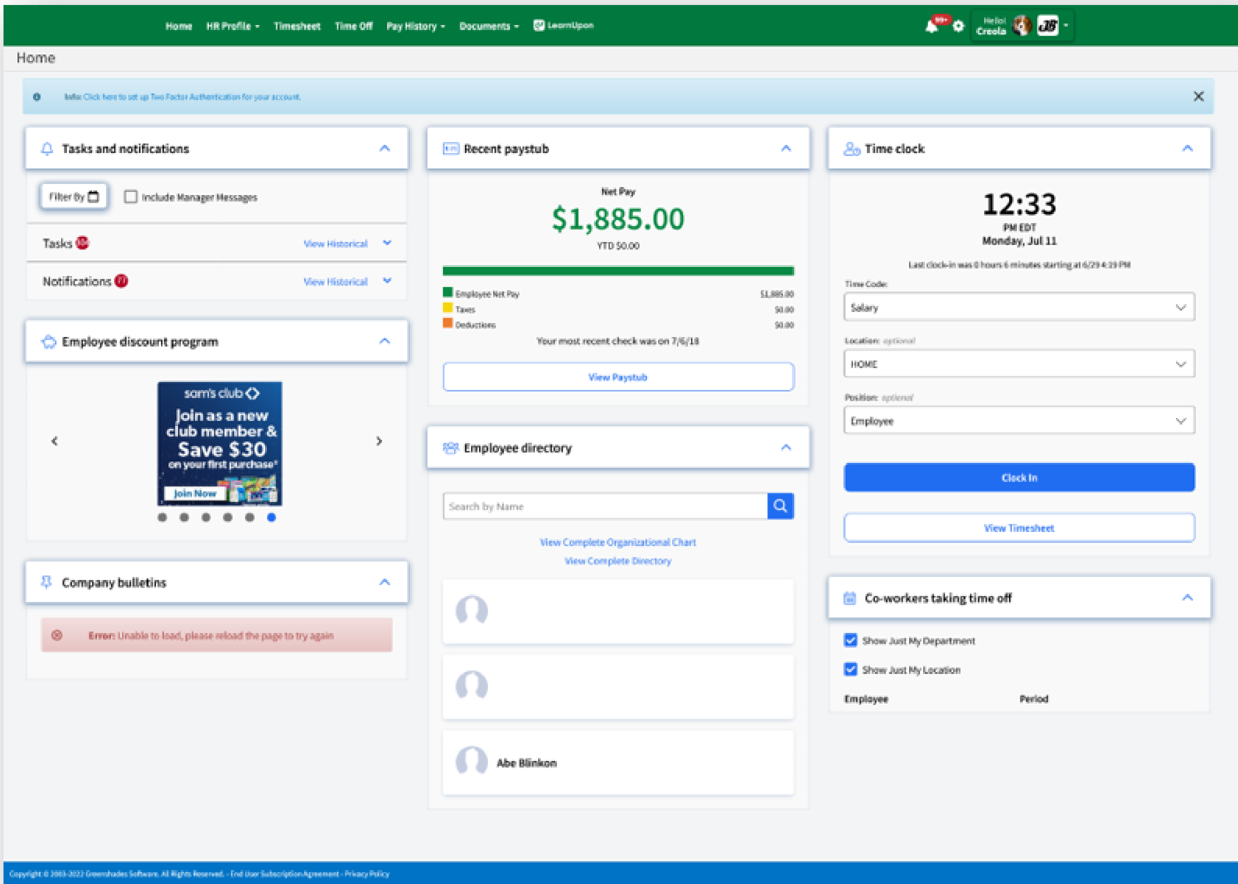
Onboarding in Progress is now displaying as ***In progress*** with the hyperlink button labeled "Check progress"

Navigation:

Greenshadesonline.com > Employees > New Hires > New Hires

Anticipated Release: 07-13-22

Enhanced Feature



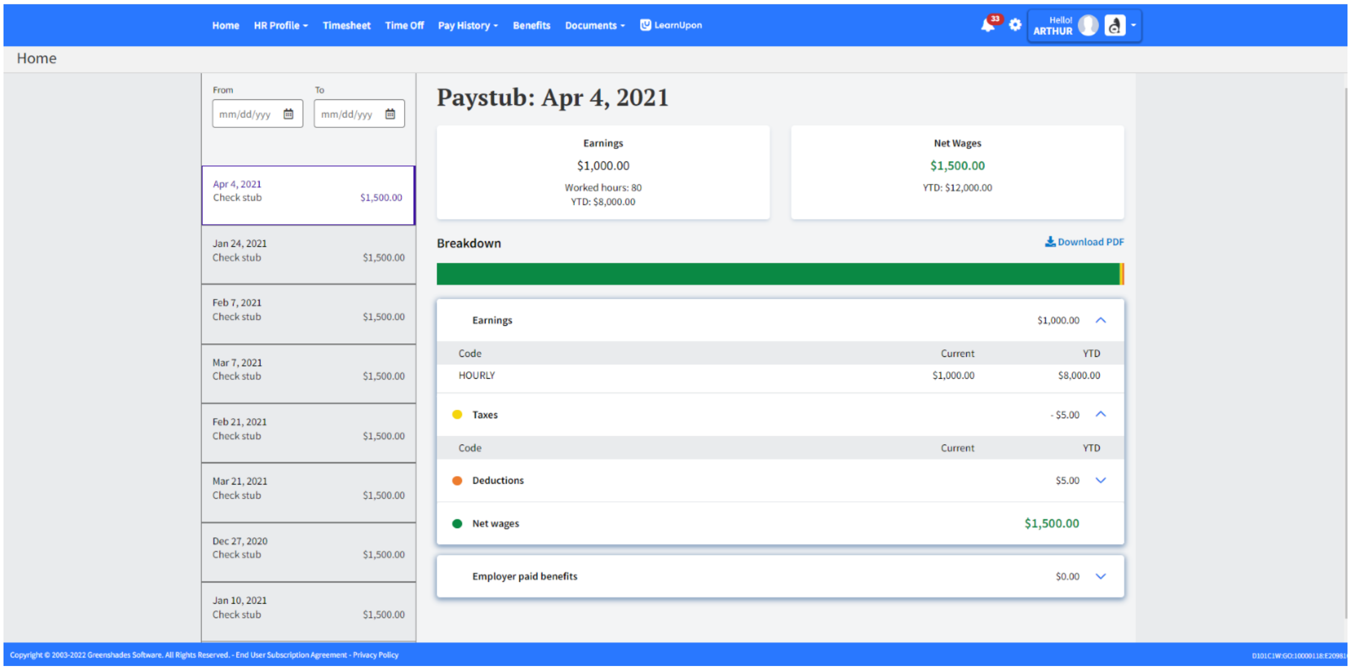
The employee home page has gotten a refreshed look and feel! Employees are still able to do everything on the home page they were previously able to do—clock in and out, check notifications, see employee time off, etc.

Navigation:

Greenemployee.com

Anticipated Release: 06-22-22

Enhanced Feature



The employee paystub page has received a new look and feel! Employees can now see a detailed breakdown of their paystub. The page will default the employee to their most recent paystub, but they can navigate to any past paystub via the left hand menu. The employee can also download a PDF version of the document.

Navigation:

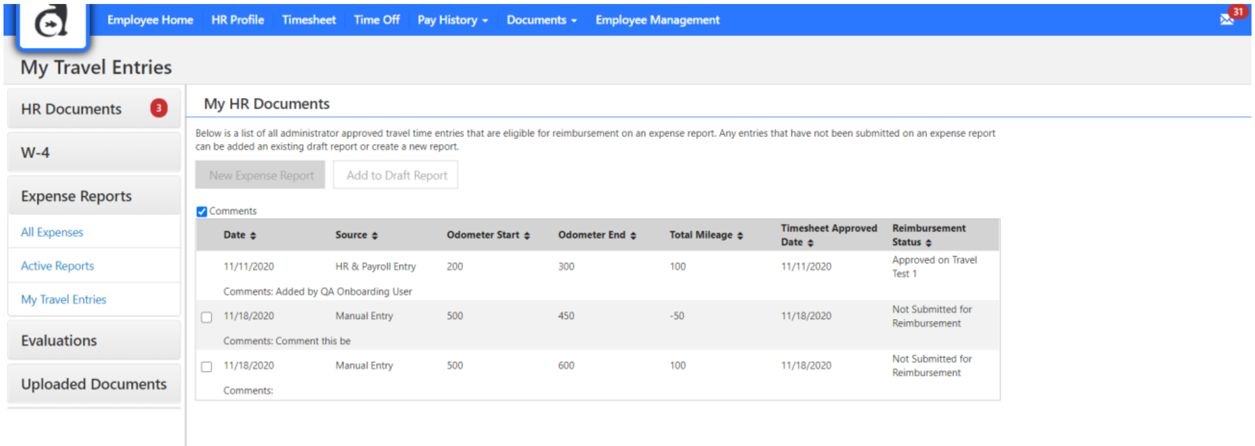
Greenemployee.com > Pay History > Paystub

Anticipated Release: 12-01-20

GreenEmployee

Navigation:

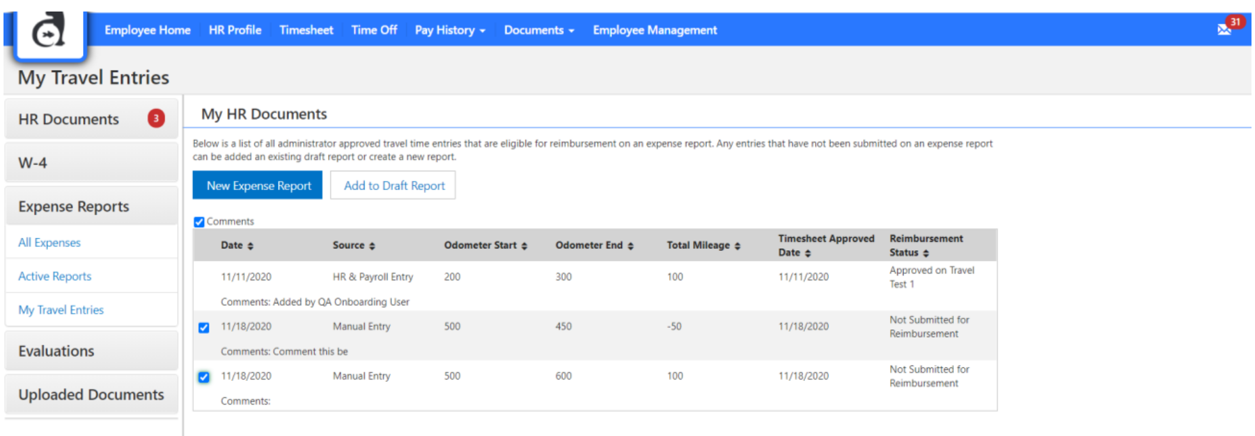
Greenemployee.com > Expense Reports

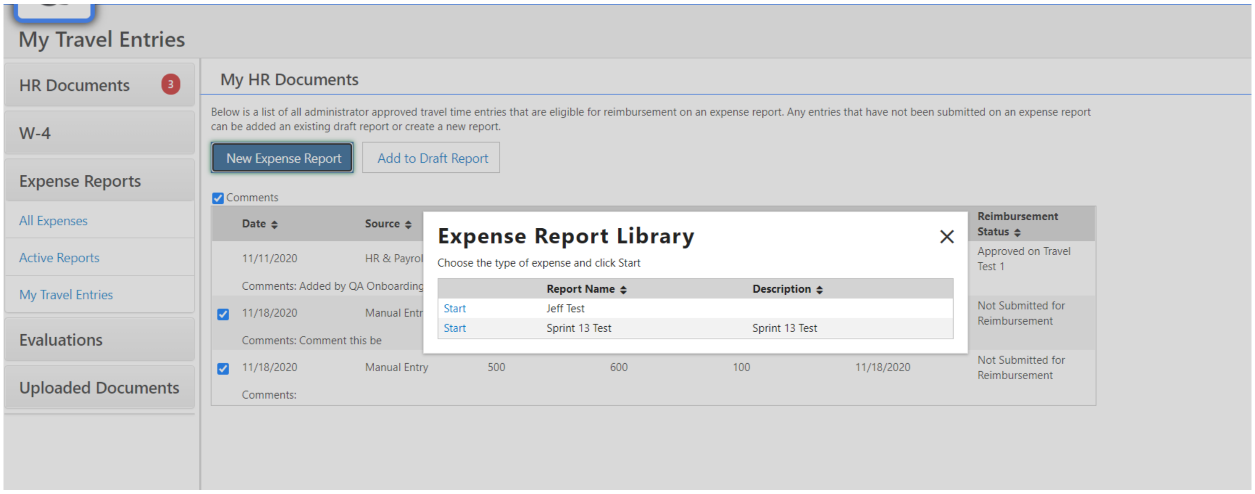


New Feature

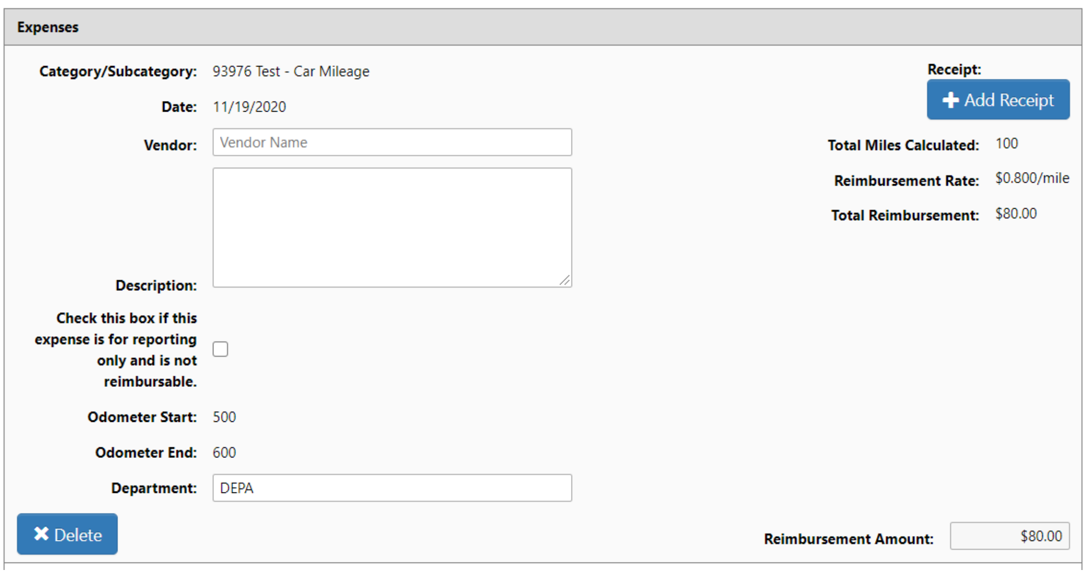
Should an employee be in a pay group with travel entries set to be reimbursable, then those employees will see a new screen under their expense reports called "My Travel Entries". On this page, employees are able to view all of the travel entries that have been approved by their administrator.

Entries in this grid will display information from timesheets such as the source of the entry, the mileage information, and the reimbursement status of the entry. The reimbursement status will show whether the entry has been submitted or approved for reimbursement. If it has been submitted/approved, then it will also display which expense report that travel entry was submitted on. If the entry has not yet been submitted for reimbursement, a checkbox will be visible next to the travel entry. The employee can select the checkbox to either 1) add the entry to a new expense report or 2) add the entry to an existing draft report. Note: only templates that contain the expense category associated with the travel entry will display for the travel entries to be added.

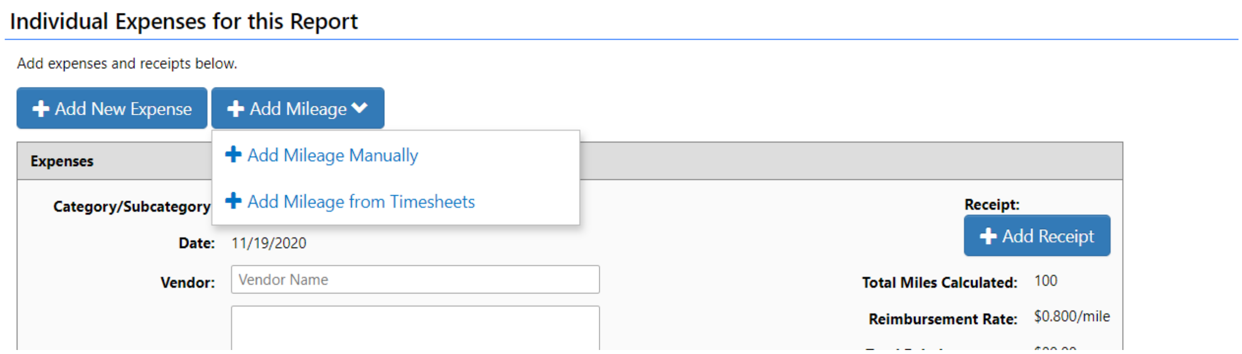




Once the employee select to add the travel entry or entries to a report, the expense report template will be prepopulated with those entry information. This includes the odometer start and end, date, and category. Employees can then enter additional expense report entries to complete their monthly report, or simply submit the report for administrator approval.



Employees can also add travel entries directly from a started expense report by selecting “Add Mileage from Timesheets”. This will open a popup that displays all travel entries that have not yet been submitted for reimbursement.



If an employee is apart of a pay group that does not have travel entries enabled or does not have travel entries reimbursable, then they will not see the “My Travel Entries” page and will not see “Add Mileage” on their expense reports.

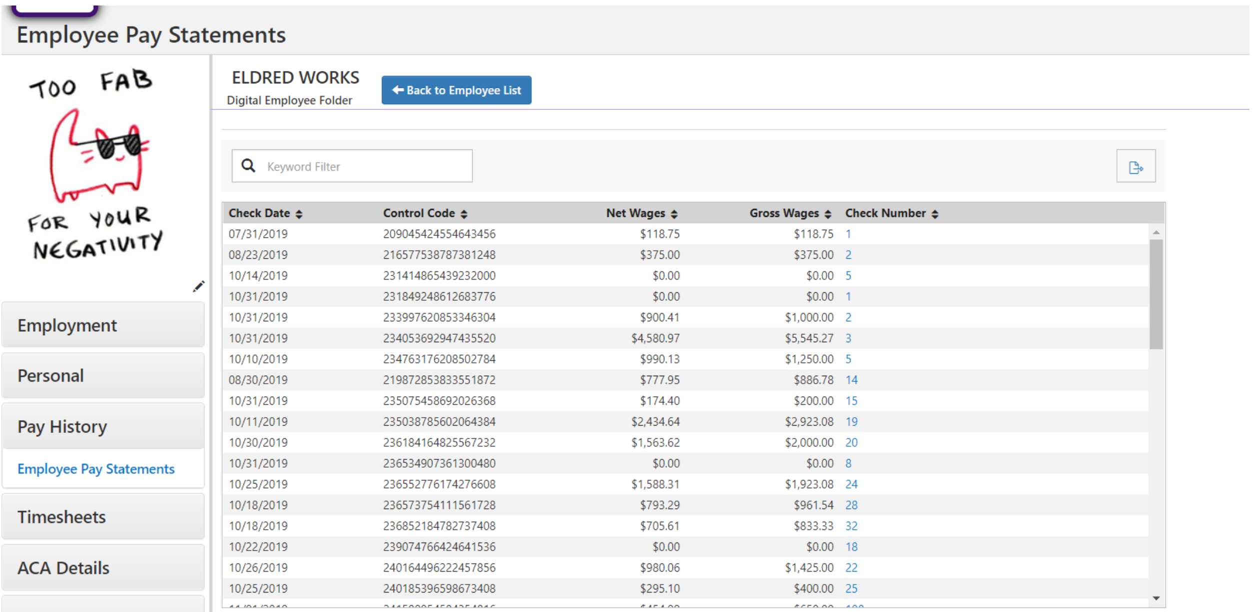
Anticipated Release: 09-01-20

GreenEmployee

Navigation:

Greenemployee.com > Employee Management

New Feature



Check Date	Control Code	Net Wages	Gross Wages	Check Number
07/31/2019	209045424554643456	$118.75	$118.75	1
08/23/2019	216577538787381248	$375.00	$375.00	2
10/14/2019	231414865439232000	$0.00	$0.00	5
10/31/2019	231849248612683776	$0.00	$0.00	1
10/31/2019	233997620853346304	$900.41	$1,000.00	2
10/31/2019	234053692947435520	$4,580.97	$5,545.27	3
10/10/2019	234763176208502784	$990.13	$1,250.00	5
08/30/2019	219872853833551872	$777.95	$886.78	14
10/31/2019	235075458692026368	$174.40	$200.00	15
10/11/2019	235038785602064384	$2,434.64	$2,923.08	19
10/30/2019	236184164825567232	$1,563.62	$2,000.00	20
10/31/2019	236534907361300480	$0.00	$0.00	8
10/25/2019	236552776174276608	$1,588.31	$1,923.08	24
10/18/2019	236573754111561728	$793.29	$961.54	28
10/18/2019	236852184782737408	$705.61	$833.33	32
10/22/2019	239074766424641536	$0.00	$0.00	18
10/26/2019	240164496222457856	$980.06	$1,425.00	22
10/25/2019	240185396598673408	$295.10	$400.00	25

Employee pay statement information is now available on the employee card within the Green Employee Manager Center! When navigating to an employee’s card, a new side menu item is available labeled “Pay History”. The manager can then open the employee’s statements via the “Employee Pay Statements” section, which will list all pay statements available for that employee.

Navigation:

Greenemployee.com > Documents > W-4

Greenemployee.com > Onboarding

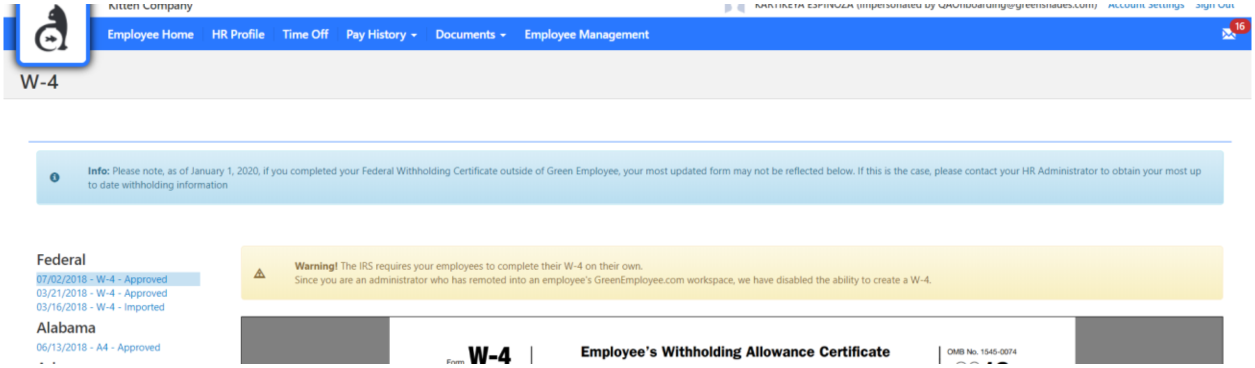
Enhanced Feature

Employees are now able to complete the 2020 Kentucky K-4. This can be completed either through onboarding or through the Green Employee portal under W-4.

Navigation:

Greenemployee.com > Documents > W-4

Enhanced Feature



A message has been added to Green Employee W-4 center to notify employees that if they did not complete their Federal W-4 within Greenshades, their most up-to-date copy may not be available on Green Employee. Should they need to know their most recent withholding information, they will need to contact their administrator.

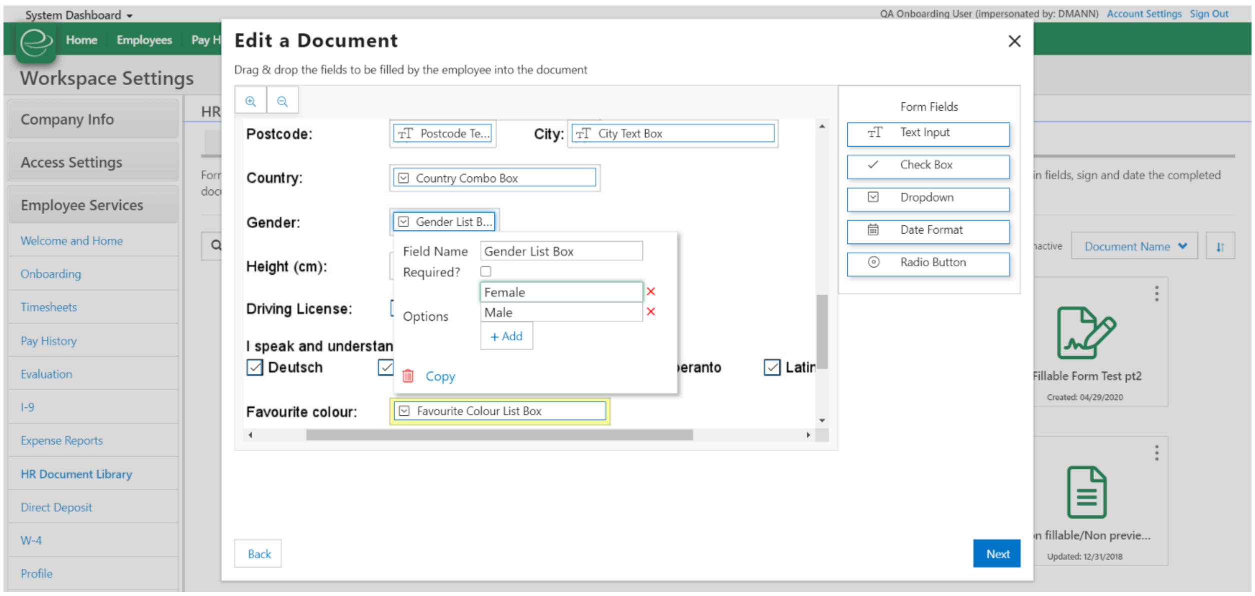
Anticipated Release: 08-18-20

GREENSHADES ONLINE EMPLOYEE SERVICES

Navigation:

Greenshadesonline.com > Settings > Employee Services > HR Document Library > Forms

Enhanced Feature

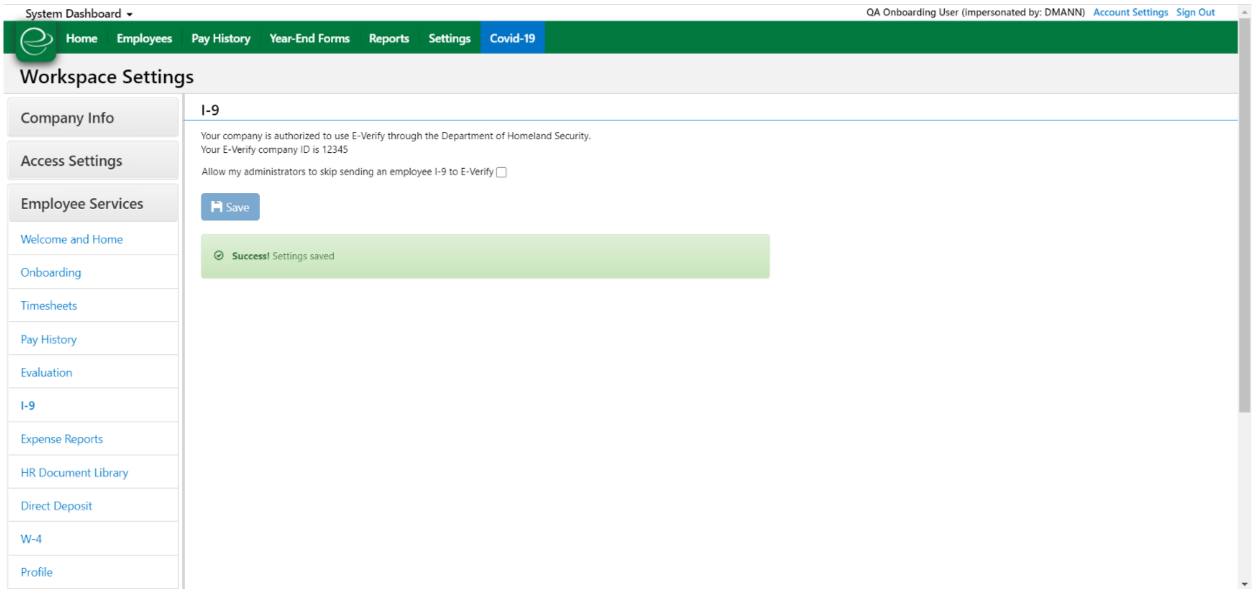


Users are now able to copy and paste fillable fields that they have created in their fillable documents. Once a fillable field has been created, the user will see a “Copy” hyperlink at the bottom of that field when its selected. If the user selects that button, the field will be copied and pasted onto their fillable form with the same set up as the original field.

Navigation:

Greenshadesonline.com > Settings > Employee Services > I-9

Enhanced Feature



Administrators now have the ability to enable or disable the option to skip the E-Verify process during the administrator completion of the I-9 wizard. Once a company has successfully set up their I-9, they will by default have the ability to skip the I-9 during the Part 2 completion. However, in the settings they will have the option to turn this functionality off, requiring all I-9 forms to be sent to E-Verify.

Anticipated Release: 05-12-20

GREEN EMPLOYEE

Navigation

Greenemployee.com > Benefits > Qualifying Life Event/New Hire Event/ Open Enrollment

Enhanced Feature

Enrollment into 401k Catch Up plans has now been updated to meet compliance standards. Employees over the age of 50 will only be allowed to enroll in a catch up plan if they have elected over the estimated annual limit of contribution.

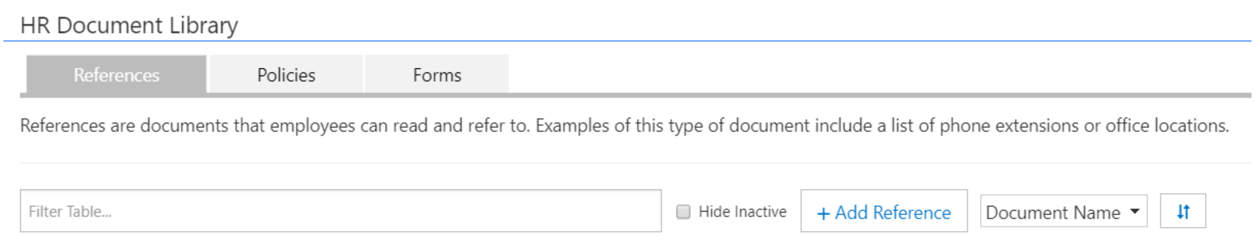
GREENSHADES ONLINE EMPLOYEE SERVICES

Navigation:

Greenshadesonline.com > Settings > Employee Services > HR Document Library

Enhanced Feature

Based on feedback received, we have added the ability to sort the new HR Document library. Administrators are now able to sort their references, policies, and forms by a few different criteria to be able to find their documents quicker and easier. Additionally, administrators are now able to hide inactive documents, which also allows for easier management of documents.



Navigation:

Greenshadesonline.com > Settings > Profile

Enhanced Feature

Administrators are now able to set display names for Phone 1, Phone 2, and Phone 3 to better label which phone number is associated with which form of contact for an employee. Should this value be left blank, then the original value (i.e. Phone 1) will display.

Phone 1	View and Edit (value optional)
Phone 1 Display Name	Cell Phone
Phone 2	View and Edit (value optional)
Phone 2 Display Name	Home Phone
Phone 3	View and Edit (value optional)
Phone 3 Display Name	Fax Number

Anticipated Release: 04-28-20

GREEN EMPLOYEE

Navigation

Greenemployee.com > HR Documents > W-4 > Create W-4

Enhanced Feature

On the 2020 Federal W-4 screen, an employee is now able to select the hyperlink to the IRS Estimator located under step 2. Once the employee selects the link, it will redirect them to a new browser window with the IRS Estimator open.

Navigation

Greenemployee.com > HR Documents > W-4 > State W-4

Enhanced Feature

Should an employee submit a filing status of exempt on their state W-4 form, Greenshades will now exemplify that exempt status as “inactive” along with the GP recommendation to display 1 Additional Withholdings and -1 Estimated Withholdings as listed here: https://support.microsoft.com/en-ph/help/855651/how-to-set-up-an-employee-to-be-exempt-from-paying-state-taxes-in-micr

Navigation

Greenemployee.com > Benefits

Enhanced Feature

Should an employee be apart of an organization that offers a cafeteria plan to assist with employee cost of benefit elections, the system will now assign the cafeteria plan amount in order of priority: Medical, dental, vision, life and disability, 401k, miscellaneous.

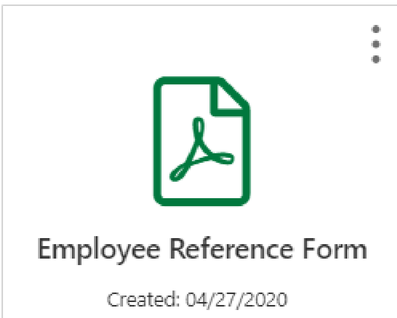
GREENSHADES ONLINE EMPLOYEE SERVICES

Navigation:

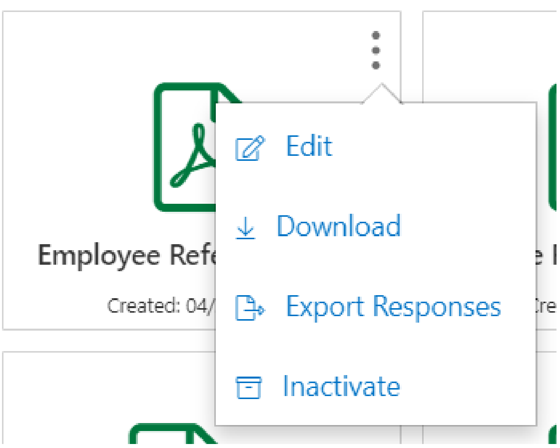
Greenshadesonline.com > Settings > Employee Services > HR Document Library

Enhanced Feature

A few enhancements have been added to the newly revised HR Document Library. First, we have added 'creation date' to the tile to better display the most recent version's creation date.



Secondly, we have added the ability to export fillable form responses. When an admin selects "export responses" on the hamburger menu of any fillable form document template, any employee responses will be downloaded via an Excel file to the user's browser.



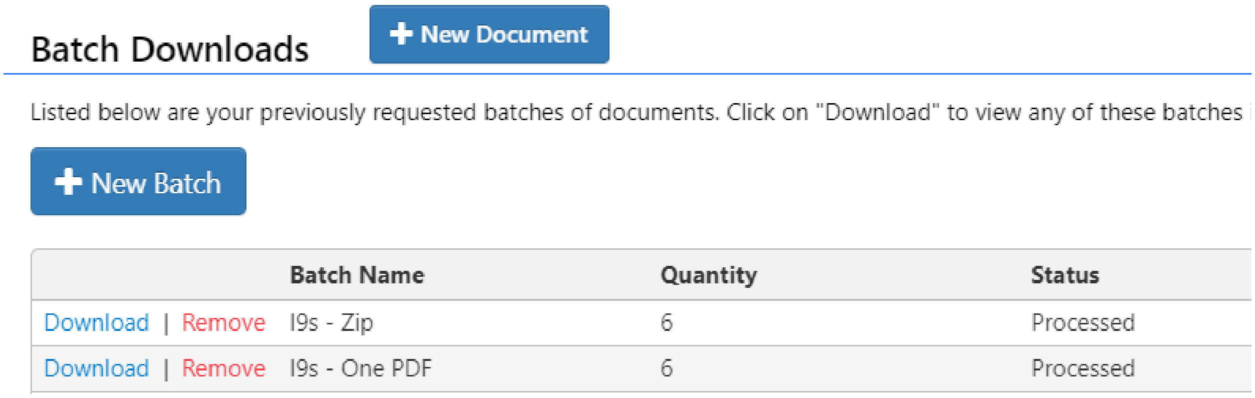
The document will contain each version's responses, just in case the fillable fields had changed from version to version.

Navigation:

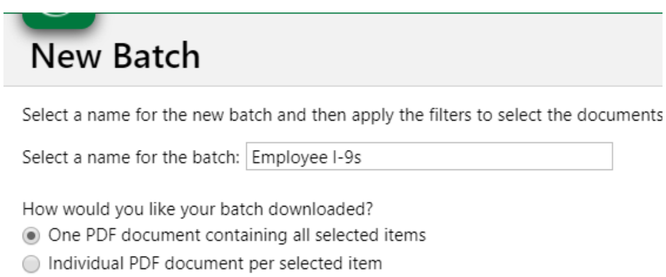
Greenshadesonline.com > Employees > Documents > Batch Downloads

Enhanced Feature

Along with fillable forms reporting, we have made some enhancements to the existing batch download process. First, we have added the ability to delete any previously downloaded batches from the UI.



Secondly, we added additional functionality to allow batched documents to be downloaded individually in a zip folder instead of as one large PDF document. This will allow administrator to continue to download larger amounts of files without having to generate only one PDF file.

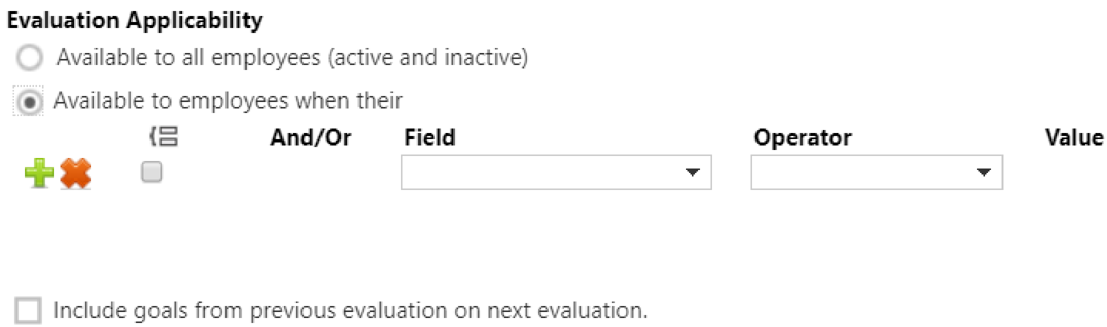


Navigation:

Greenshadesonline.com > Settings > Employee Services > Evaluations

Enhanced Feature

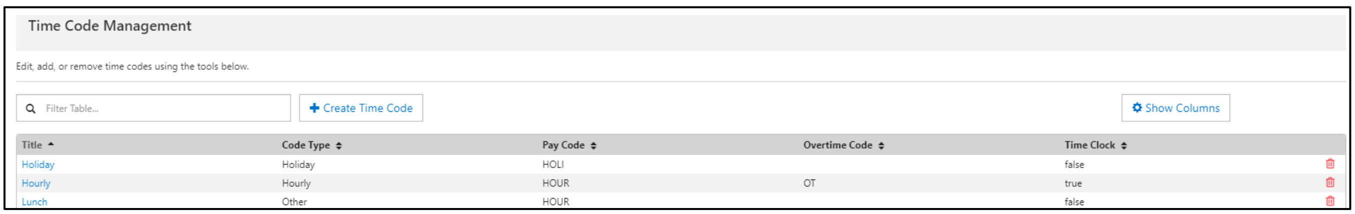
An administrator is now able to add more than one applicability filter to an evaluation template. Previously, administrators were only allowed to choose one applicability rule, but to better align with the rest of the Greenshades product, we have added the ability to select multiple rules per template.

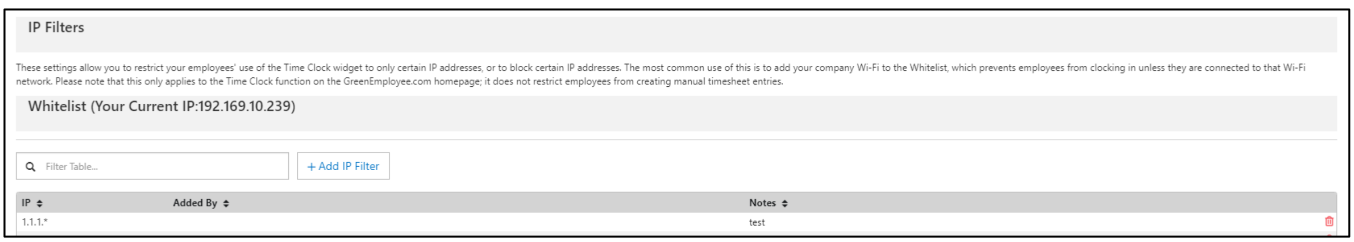


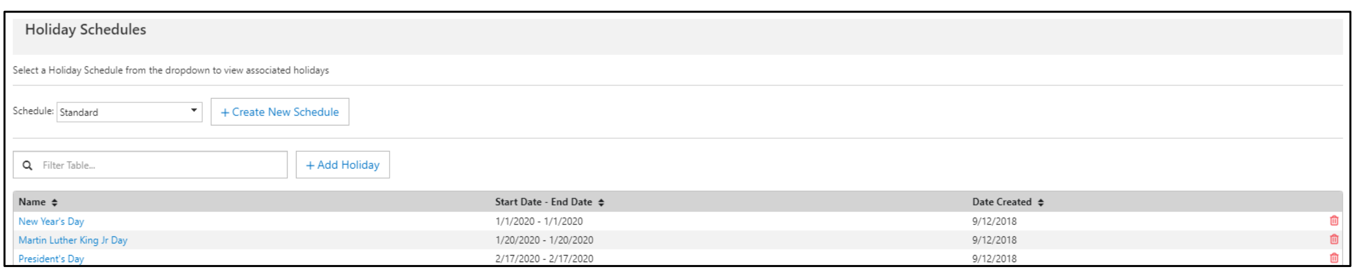
Anticipated Release: 04-20-20

Timesheet Settings

We have updated the look and feel of the Timesheet Settings.







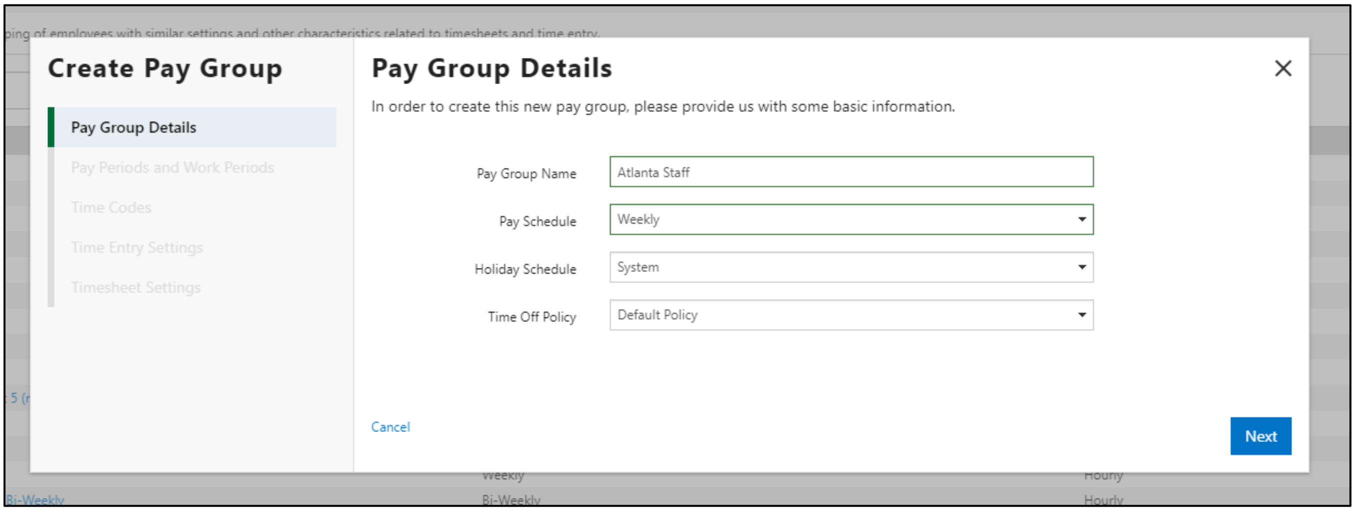
We have also removed the Pay Group Assigner tab. Administrators can now assign Pay Groups from within the new Pay Group modal.

You can filter the results on the table using the updated search.

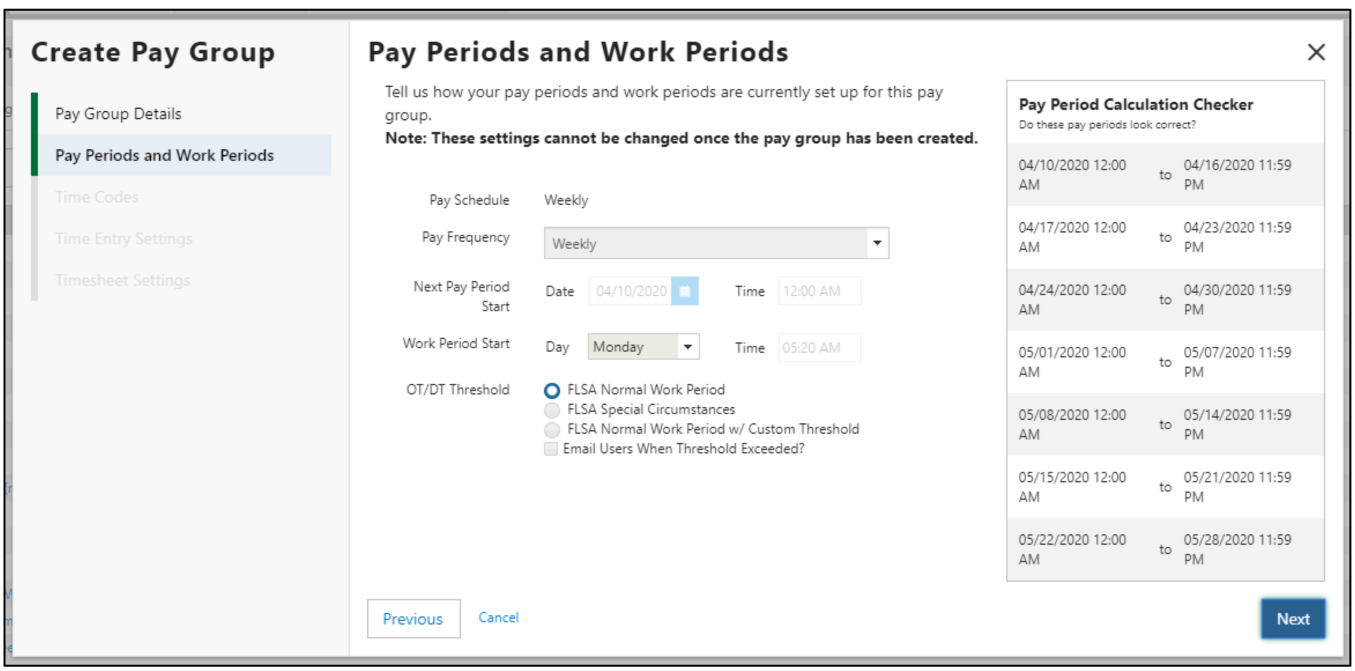
To edit anything in the Timesheet Settings, click on the name in the left-most column of each grid. Grid items can be deleted by clicking the trash can icon on the right.

Updated Pay Group Edit and Creation Flow

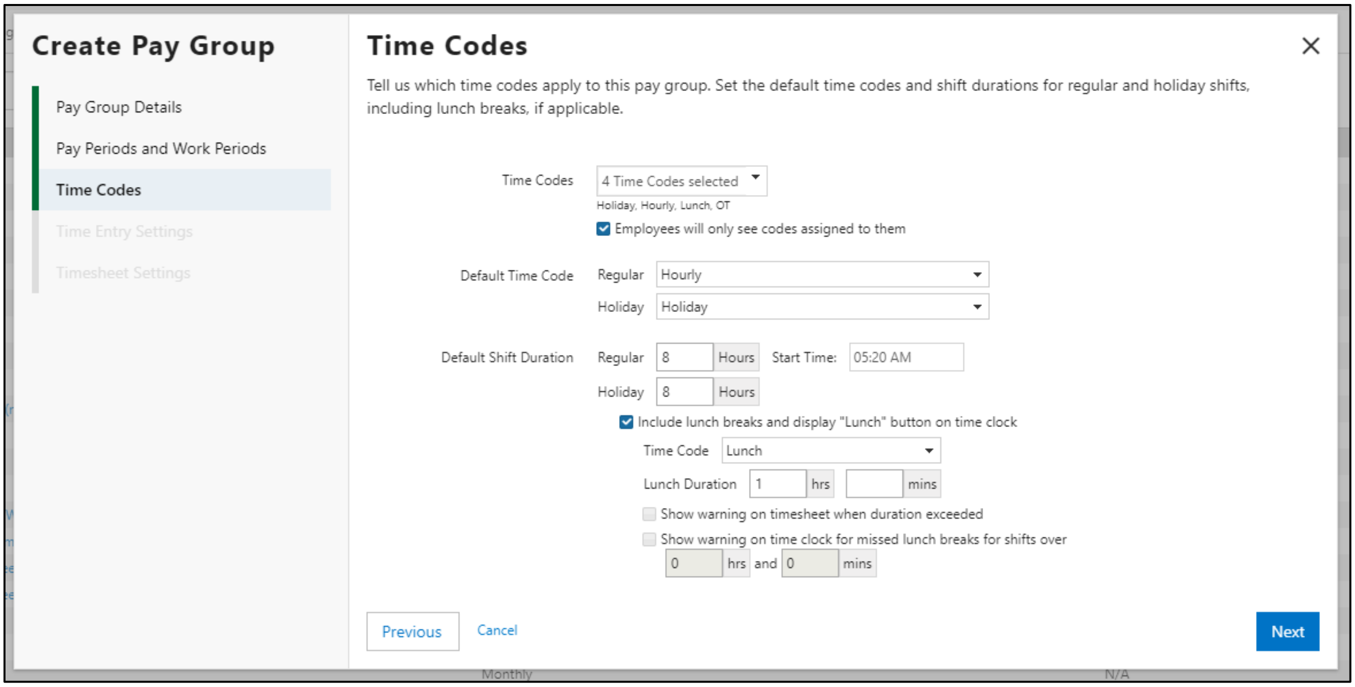
There is a new flow for creating and editing Pay Groups. We have reorganized the settings so your options are better arranged. Administrators will also use the new Pay Group modal for employee assignment.



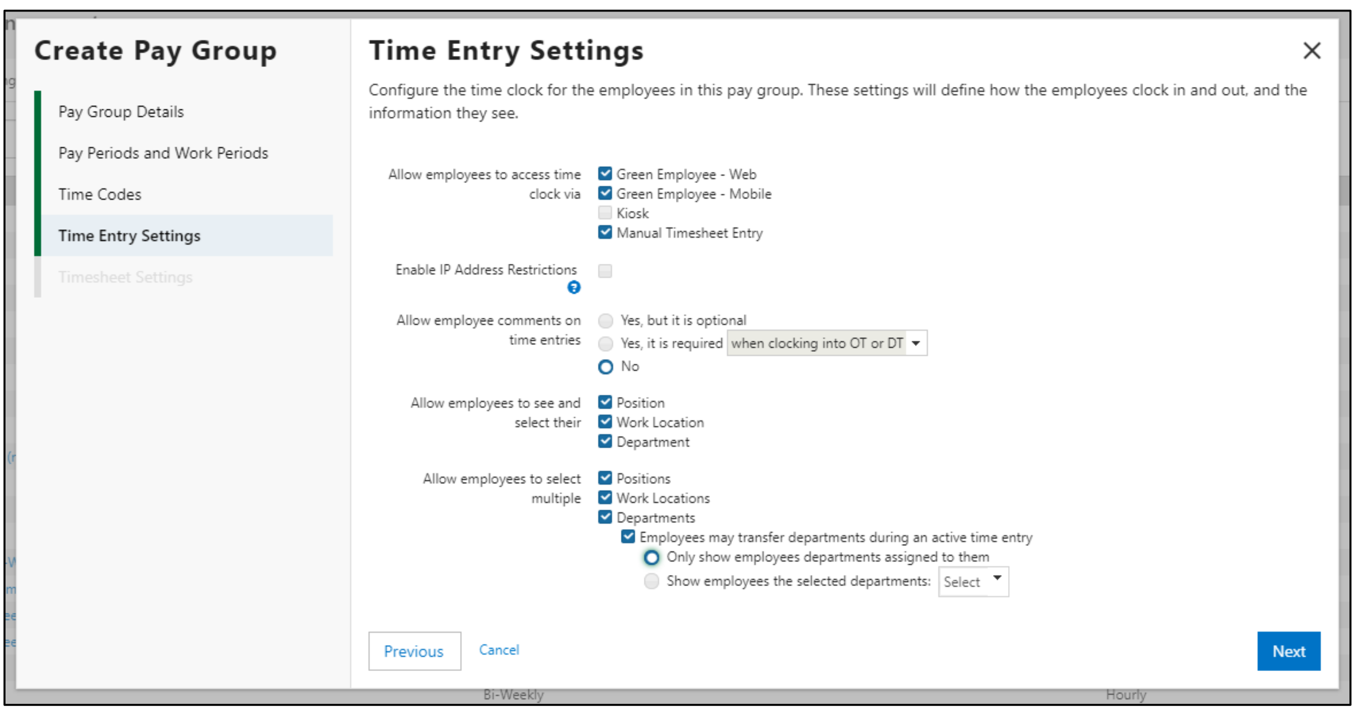
Clients using Greenshades Payroll will select a Pay Schedule from the dropdown. This will bring over the relevant Pay Schedule details automatically.



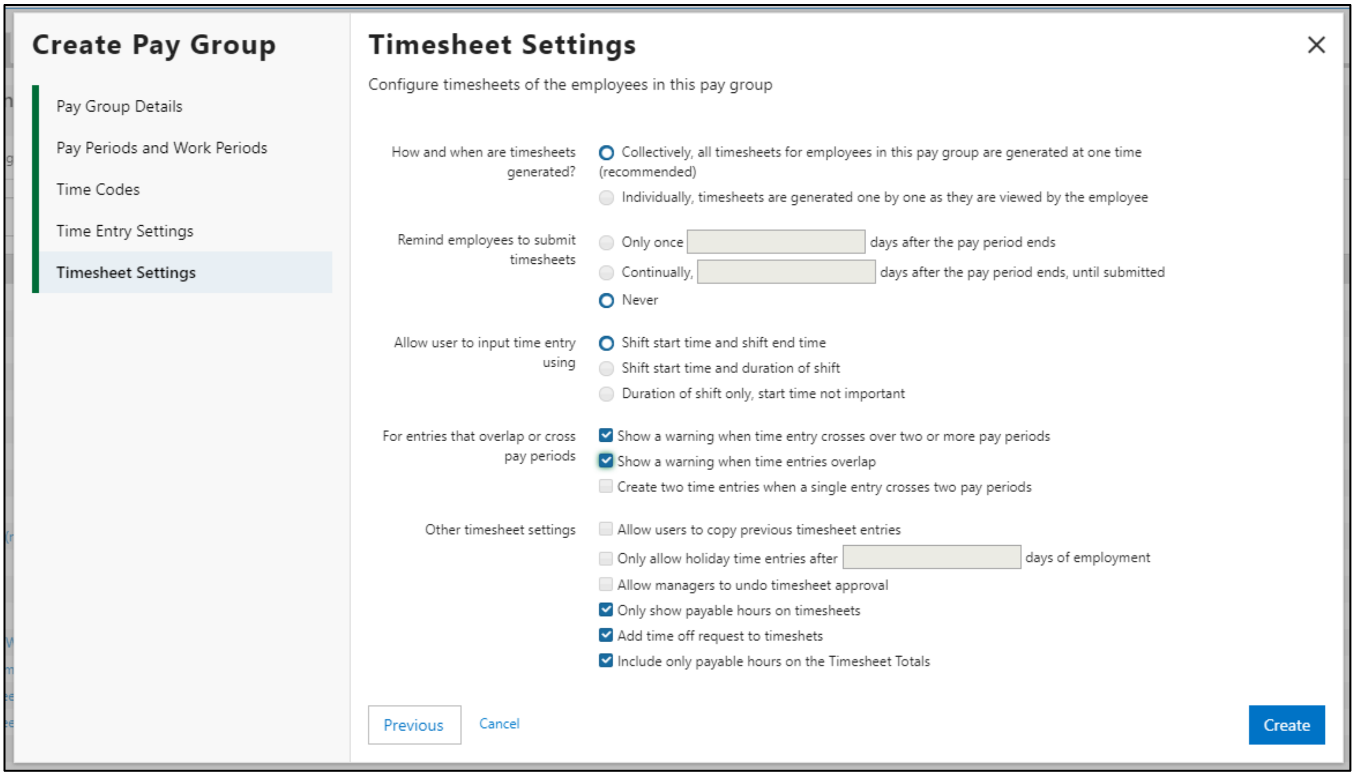
For clients using a different accounting package, simply enter the relevant information.



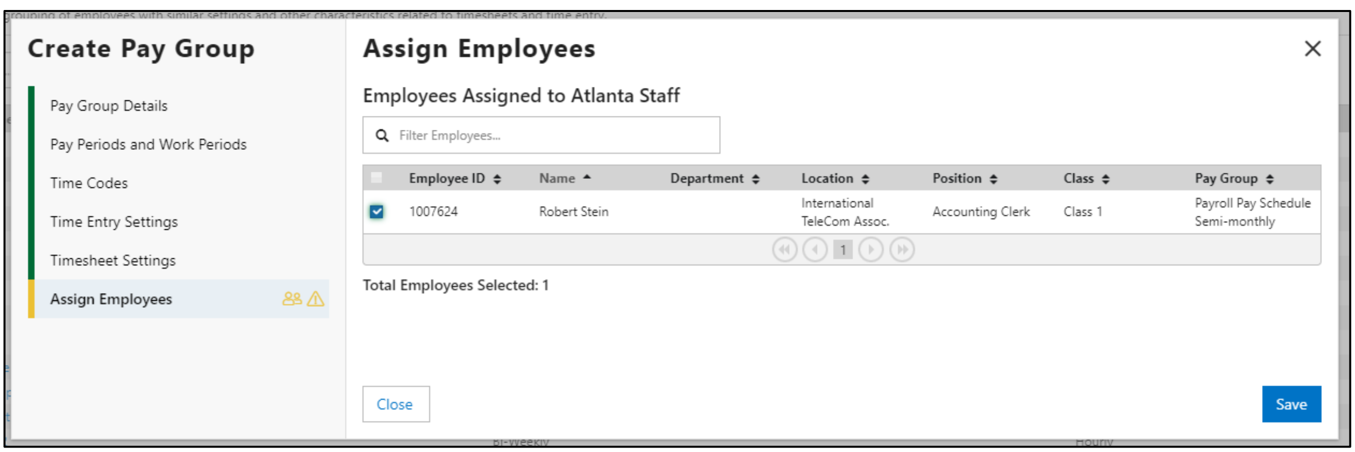
Administrators will be able to determine all Time Code related settings on this screen. Additional lunch options are available if "Include lunch breaks and display 'Lunch' button on time clock" is enabled.



All time entry settings are now grouped to make the options easier to understand.



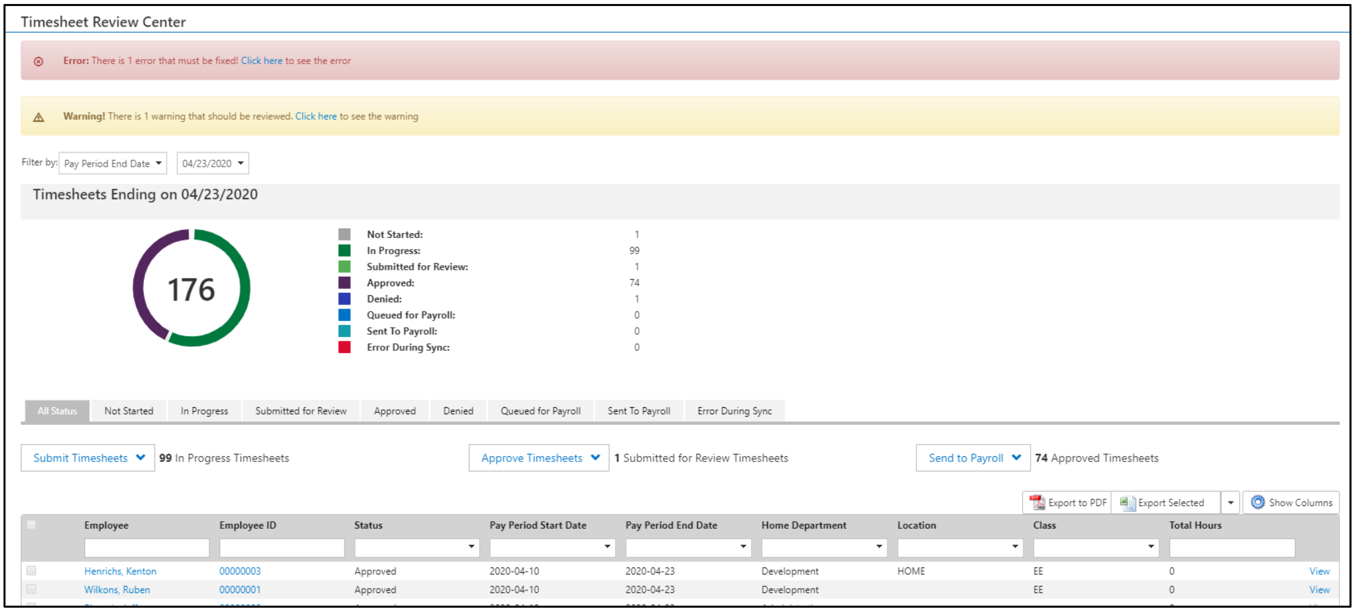
Similarly, we have also grouped the timesheet-related settings so they're easier to understand as well.



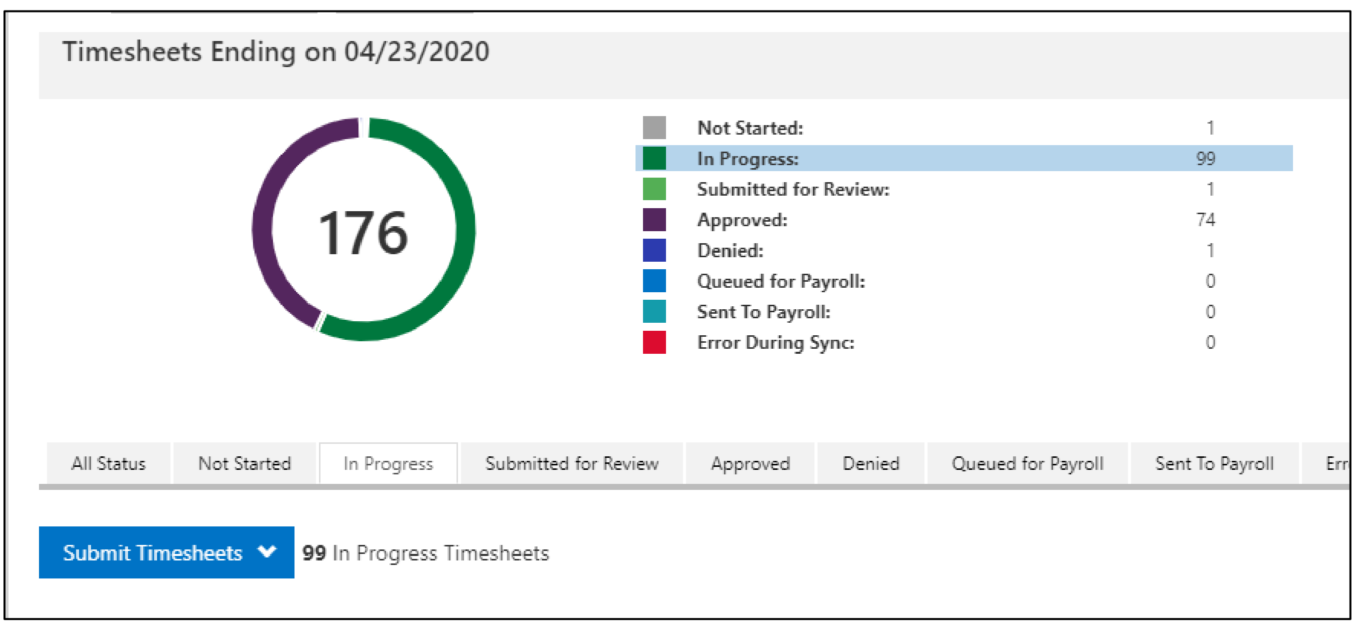
Administrators can assign employees to newly created Pay Groups using the Pay Group Assigner. This is also how Administrators reassign employees to already created Pay Groups. For Greenshades Payroll clients, you will only see employees assigned to the corresponding Pay Schedule in the Assigner. Otherwise, every employee will be visible so Administrators can organize Pay Groups however they would like.

Updates made to the Timesheet Review Center

We updated the look and feel of the Timesheet Review Center in Greenshades Online. The graph at the top of the page now reflects the donuts on the Greenshades Online homepage.

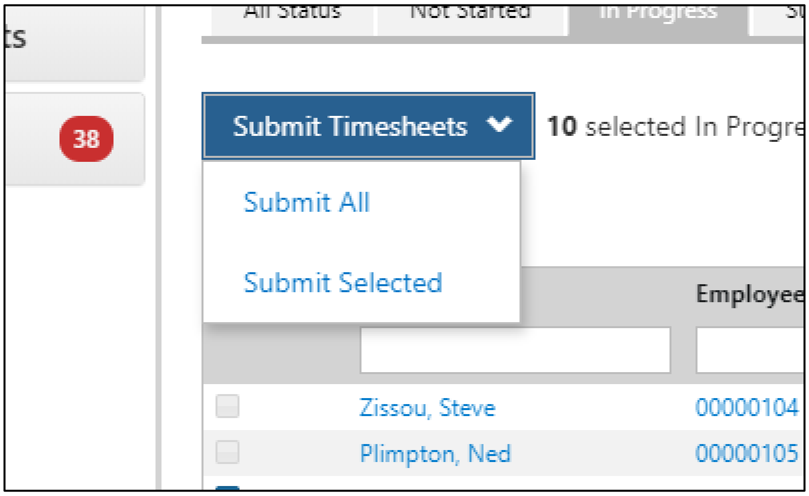


We have also introduced status tabs as a new way to present Timesheet data. After selecting a status tab, the grid will update to only show timesheets in that status. The graph legend will also highlight the corresponding status.

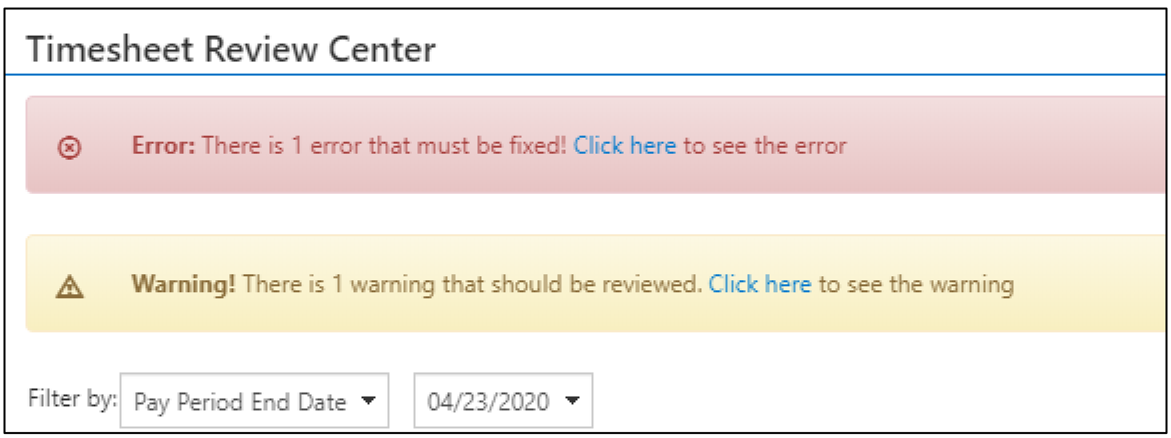


The All Statuses tab will show the Submit, Approve, and Send to Payroll buttons. The Submit button will be visible on the In Progress tab. The Approve button will be available on the

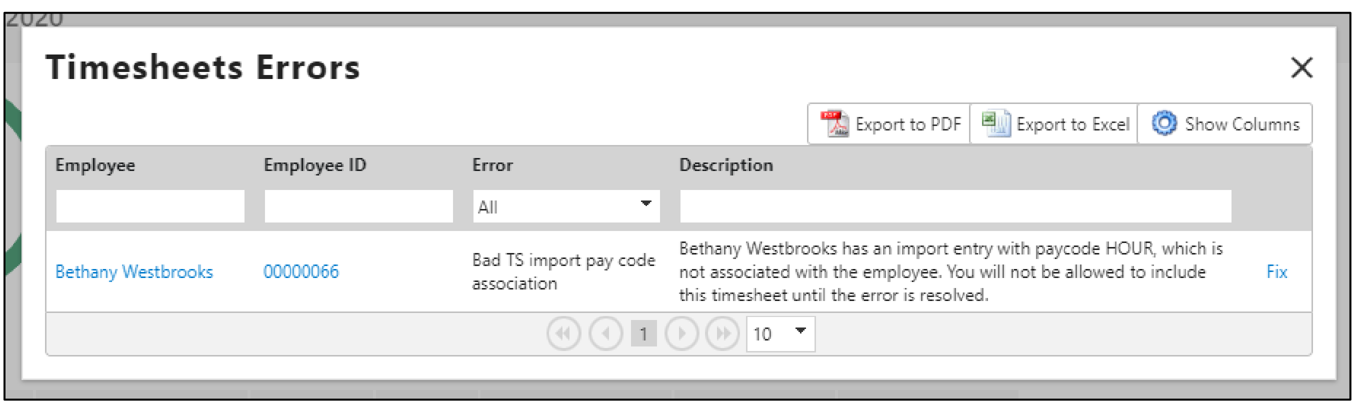
Submitted tab. The Send to Payroll button will be visible on the Approved tab. Upon hovering, users will be able to update either all timesheets or any specifically selected ones.

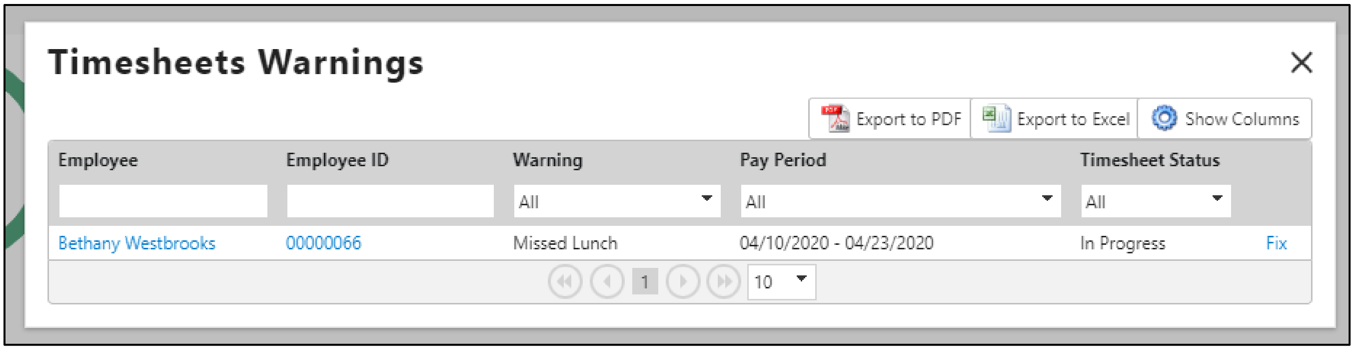


A banner will now show if there are any Errors or Warnings on any timesheets.



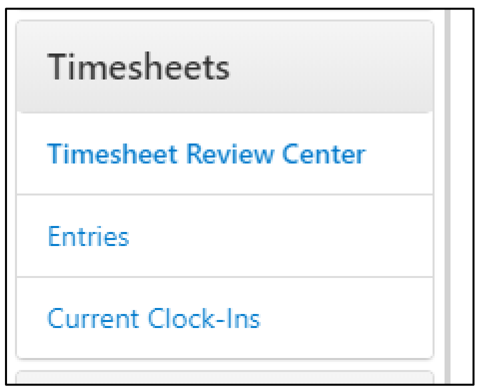
Clicking the banner will display a grid with more detail about the errors or warnings.



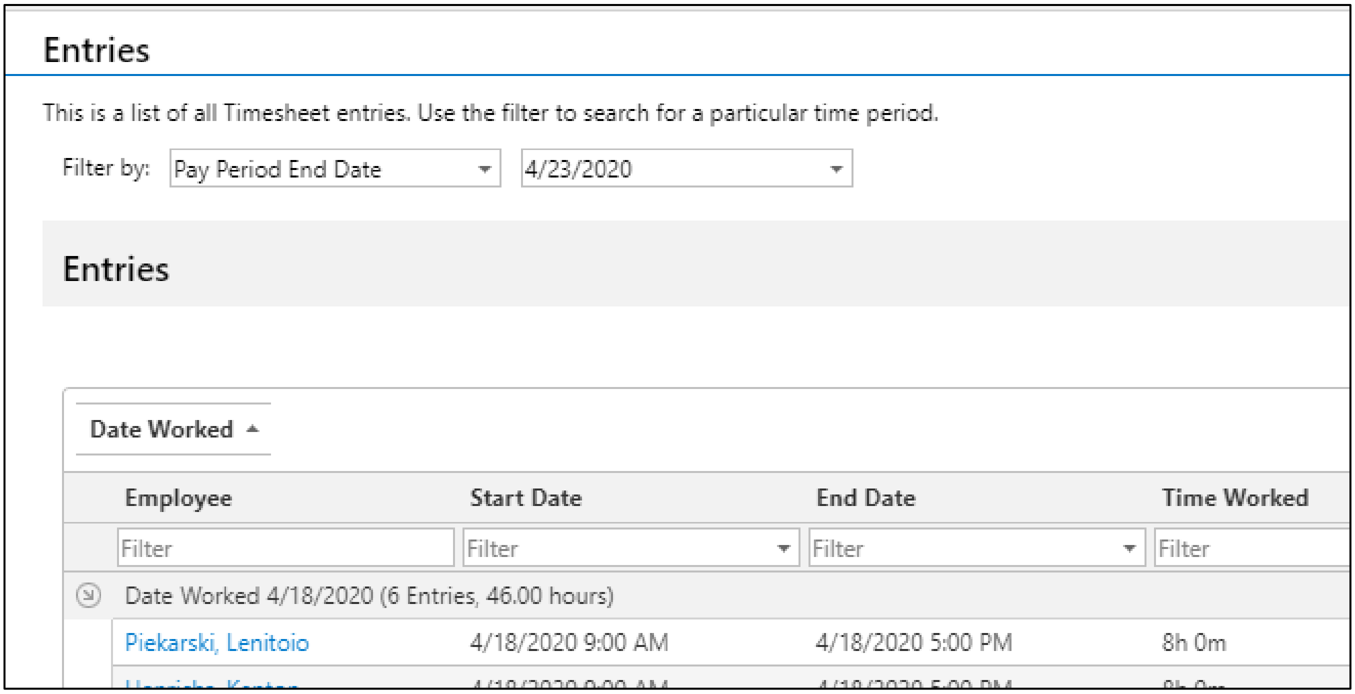


We will also highlight timesheets with Errors or Warnings in the grid.

Entries section added to Timesheets



The Entries grid will now be available within a dedicated Entries section within Timesheets. This new page will include the existing Entries grid with a date filter.


Entries
This is a list of all Timesheet entries. Use the filter to search for a particular time period.
Filter by:
Pay Period End Date
4/23/2020
Entries
Date Worked
Employee
Start Date
End Date
Time Worked
Filter
Filter
Filter
Filter
Date Worked 4/18/2020 (6 Entries, 46.00 hours)
Piekarski, Lenitoio
4/18/2020 9:00 AM
4/18/2020 5:00 PM
8h 0m

Anticipated Release: 04-13-2020

GREEN EMPLOYEE

Navigation

Greenemployee.com > HR Documents > I-9

Enhanced Feature

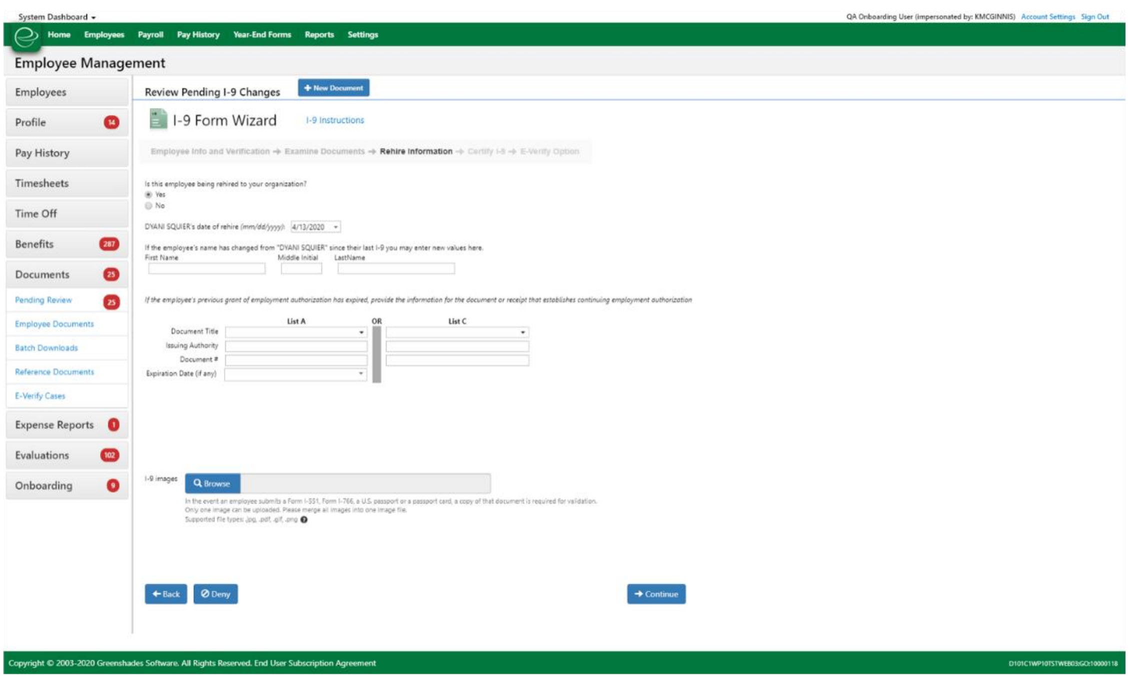
To help support the new 2020 I-9 Form, employees are now able to submit more than one I-9 employee entry. As of April 30, 2020, the new 2020 I-9 Form is required for any new hire or rehired employee. To learn more about the new 2020 I-9 Form please visit https://www.uscis.gov/i-9.

Employees are able to review prepopulated profile information, review or enter additional personal information, and submit the form for administrator review.

GREENSHADES ONLINE EMPLOYEE SERVICES

Navigation:

Greenshadesonline.com > Employees > Documents > Pending Review

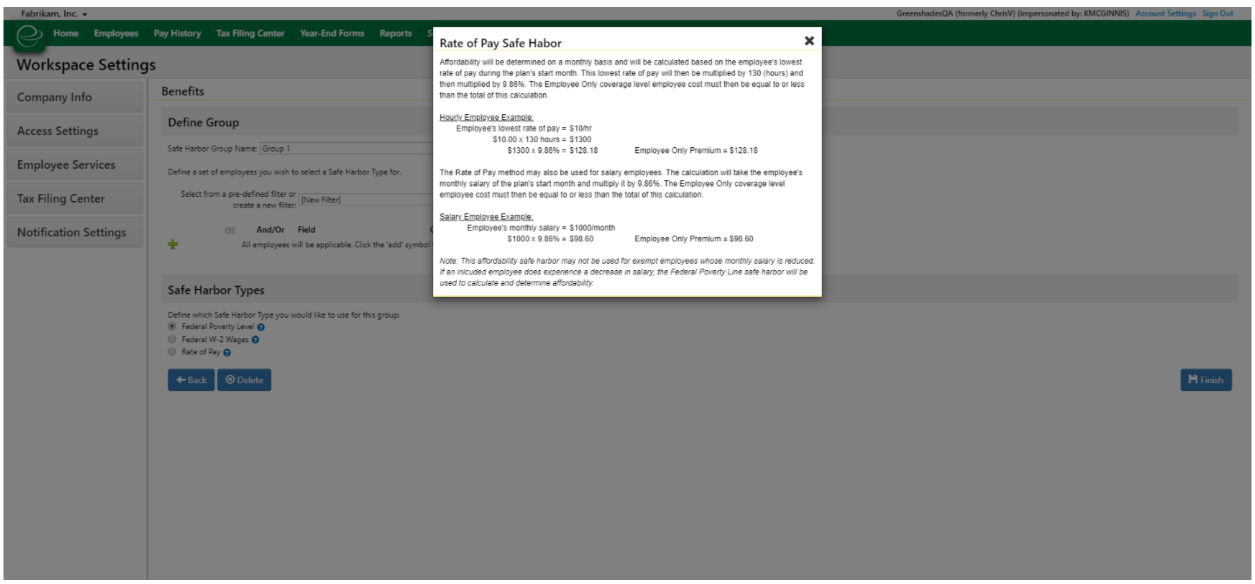


Enhanced Feature

The Greenshades Software platform now supports Section 3 of the new 2020 I-9 Form for rehired employees. Once the employee has initiated a secondary I-9 form, the administrator is able to review the Section 1 and 2 previously entered data, and then complete Section 3 by entering a rehired date and any additional information that may have changed for the employee. The administrator is then able to complete the I-9 wizard and choose to send the information to E-Verify should the new information fall under a required resubmission criteria. To learn more, visit https://www.e-verify.gov/e-verify-user-manual-20-initial-verification/21-form-i-9-and-e-verify.

Navigation:

Greenshadesonline.com > Settings > Employee Services > Benefits > Affordable Care Act > Affordability Groups

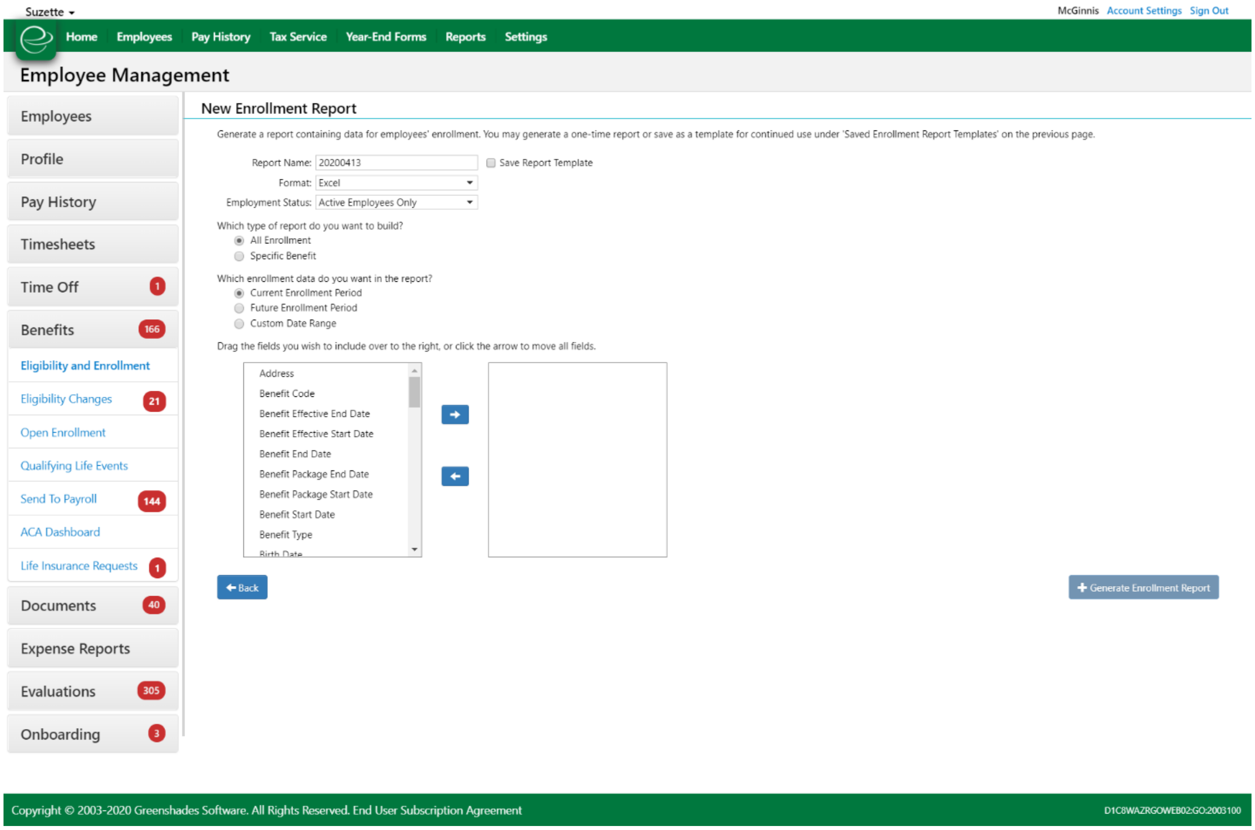


Enhanced Feature

We have enhanced the Safe Harbor Group information bubbles to display a more accurate and descriptive summary of each Safe Harbor type. To view the content, the administrator can click on the information icon to open the popup modal with the enhanced description.

Navigation:

Greenshadesonline.com > Employees > Benefits > Eligibility and Enrollment > Enrollment Report



Enhanced Feature

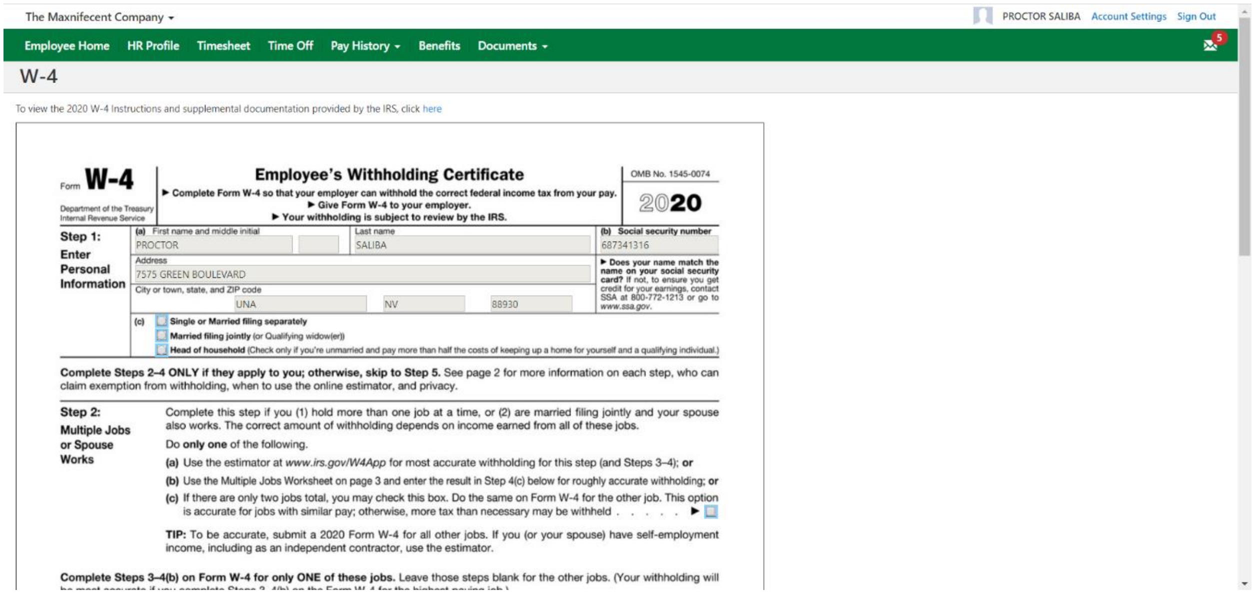
Two additional fields have been added to this customizable export generator—notification email (the email for the employee that they have set to receive notification) and company email (the employee's email provided by the company).

Anticipated Release: 03-31-2020

GREEN EMPLOYEE

Navigation

Greenemployee.com > HR Documents > W-4 > Create Federal W-4

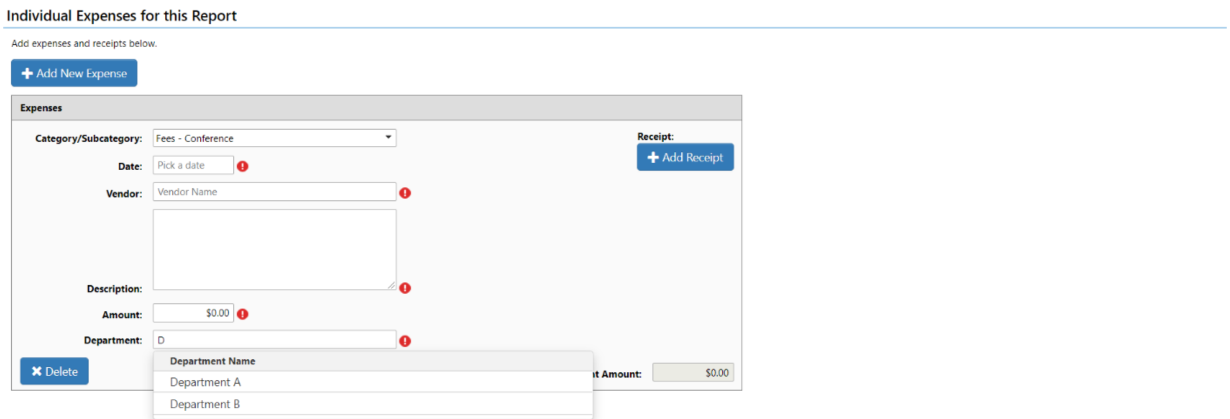


New Feature

Employees can now access the Federal 2020 W-4 Instructions and supplemental documents in a new browser via a hyperlink located at the top of the page.

Navigation:

Greenemployee.com > HR Documents > Expense Reports > New Report

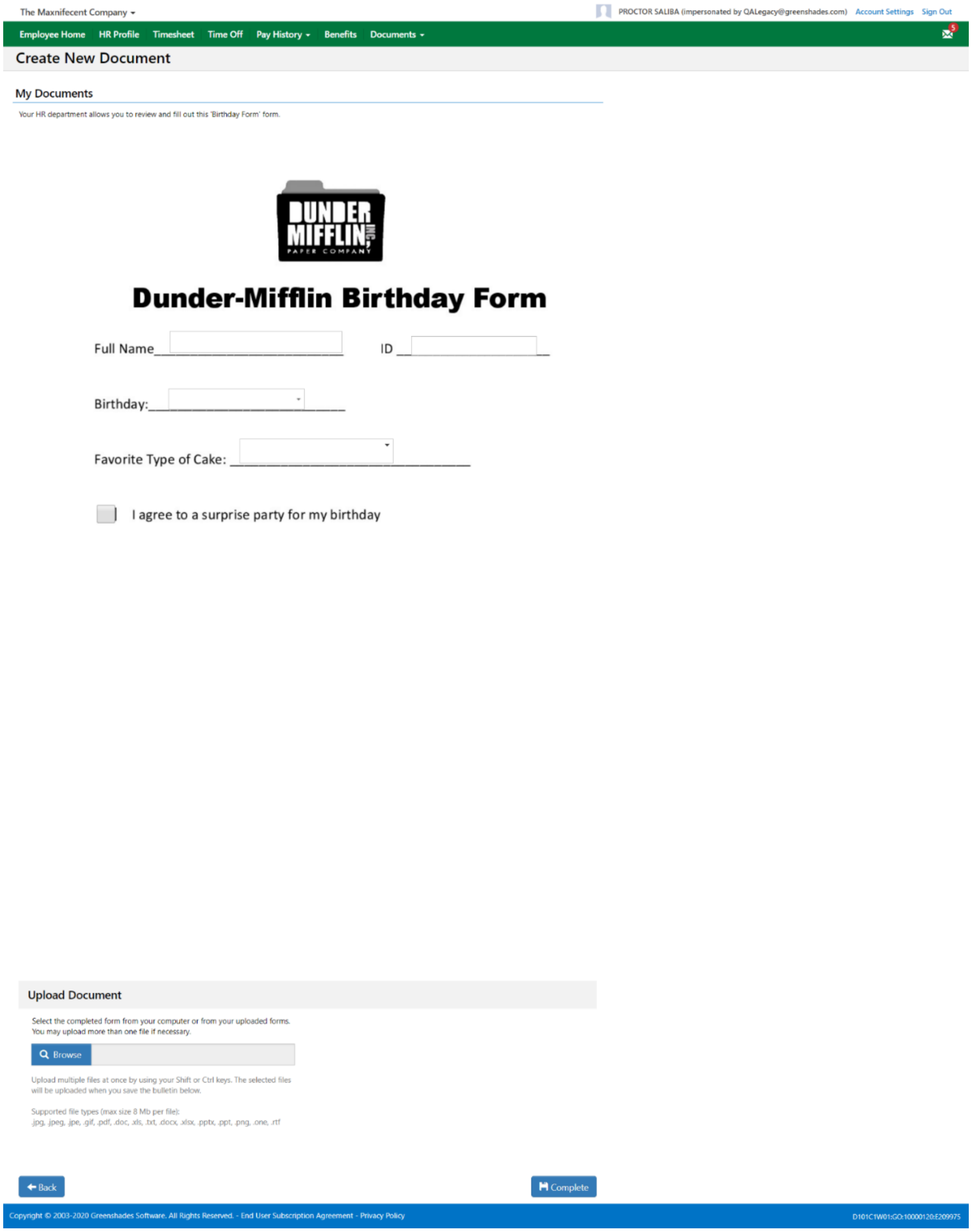


New Feature

Employees are now able to select their department via a ‘smart search’, which will allow them to type their department and select from the filtered dropdown.

Navigation:

Greenemployee.com > HR Documents

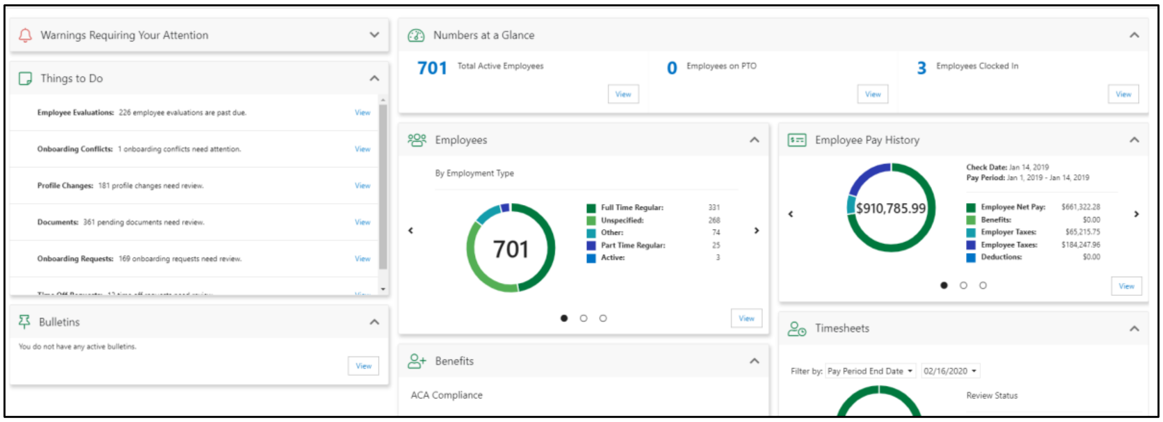


New Feature

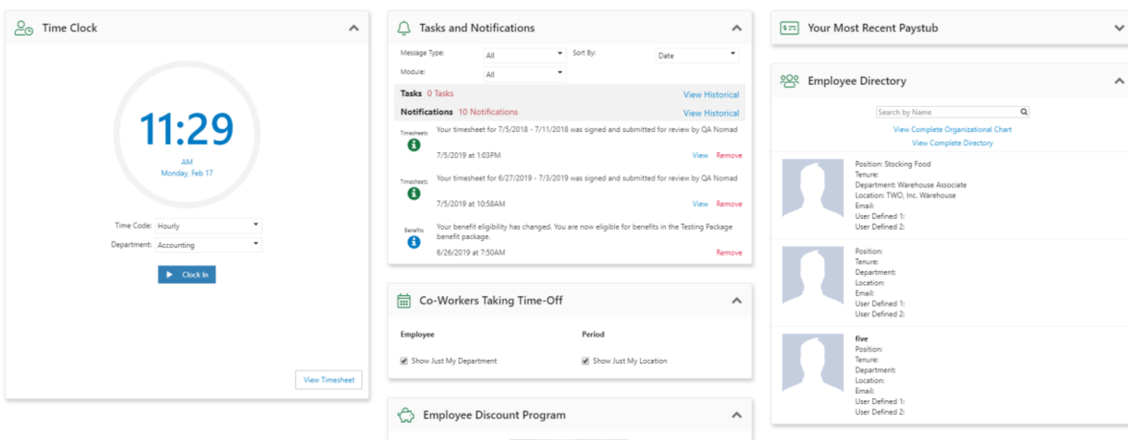
Employees are now able to complete a fillable PDF form on Green Employee without having to navigate to a new browser or print a document.

Employee Services Module: Homepage Update

We have updated the icons on the Greenshades Online and Green Employee homepages to reflect a more modern style.

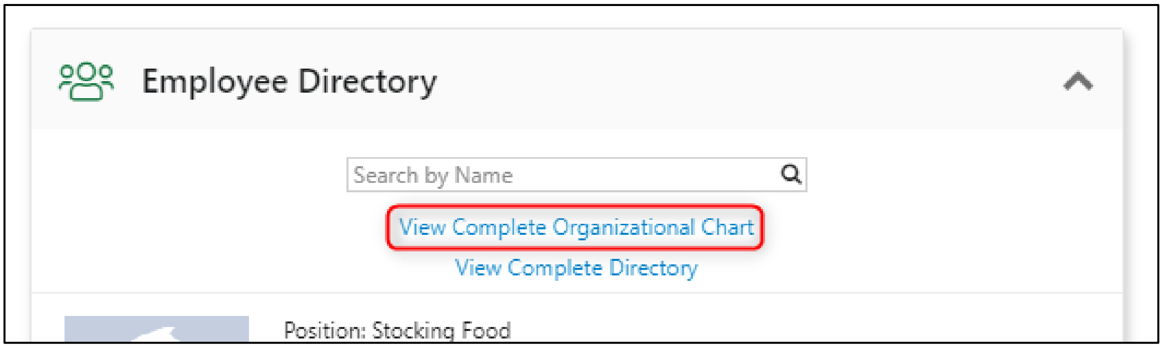


Greenshades Online Homepage

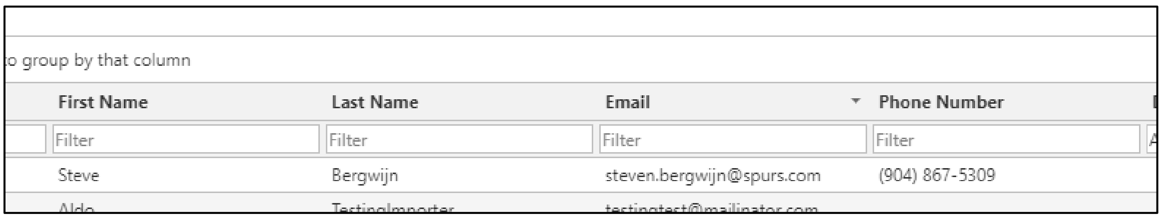


Green Employee Homepage

In our earlier redesign of the Green Employee homepage, we removed the link to the Organizational Chart. We have added that link back to the Employee Directory widget so the Organizational Chart is accessible again.

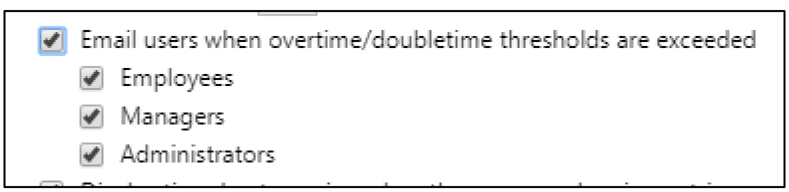


To make it easier for Administrators to contact Employees who have not accessed Green Employee, email and phone number columns are now visible on the "Employees That Have Not Used GreenEmployee" report.

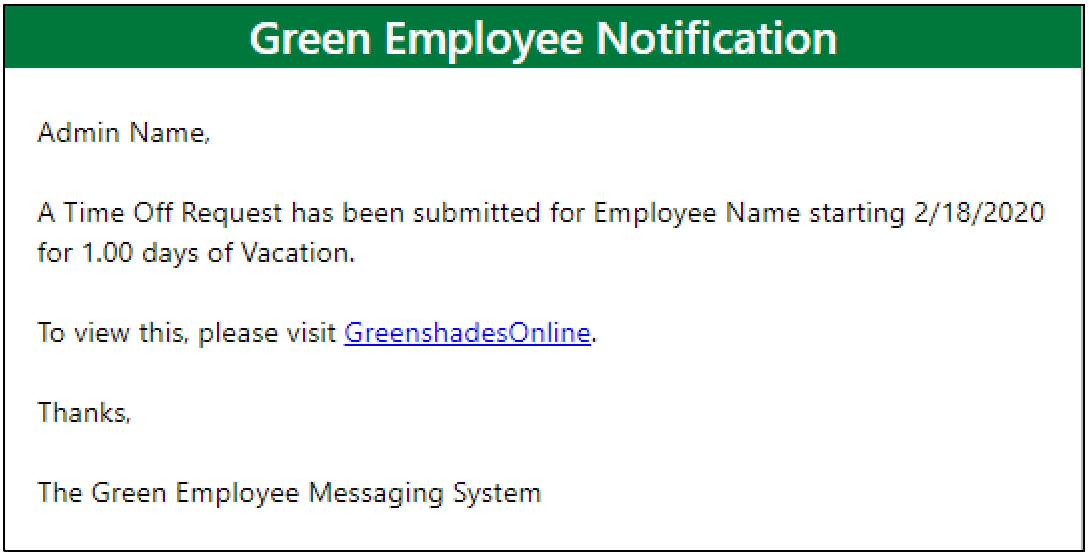

o group by that column

First Name	Last Name	Email	Phone Number
Filter	Filter	Filter	Filter
Steve	Bergwijn	steven.bergwijn@spurs.com	(904) 867-5309

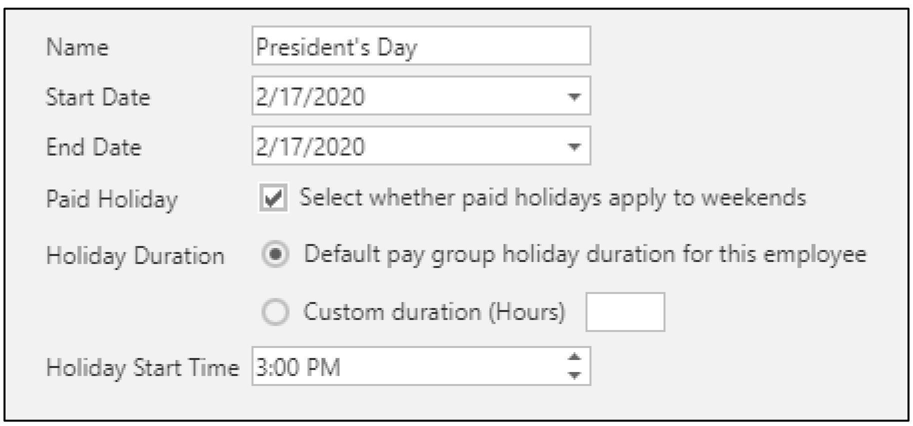
Administrators will now have more granular control over who receives notifications about employees exceeding Overtime/Double Time thresholds. Administrators will now be able to determine if employees, managers, and/or administrators receive notifications.



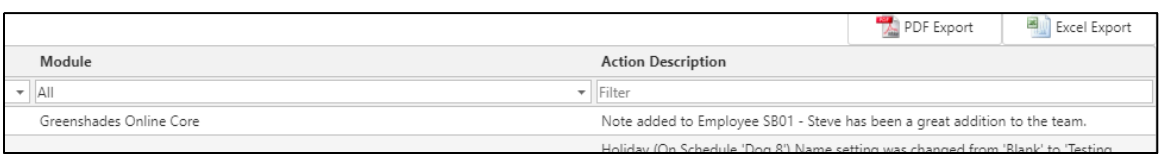
We have updated the Time Off Request notification email to more accurately reflect whether a workspace uses Days or Hours to represent time off balance. Previously, this email showed "Hours" regardless of the workspace setting.



Administrators can now select a custom start time when adding or editing a holiday. Previously, every holiday started at 9 AM. This caused an issue with duplicate entries when the intention was to give employees the afternoon off.



Adding a note to an employee is now captured in the Administrator Action Event Log.

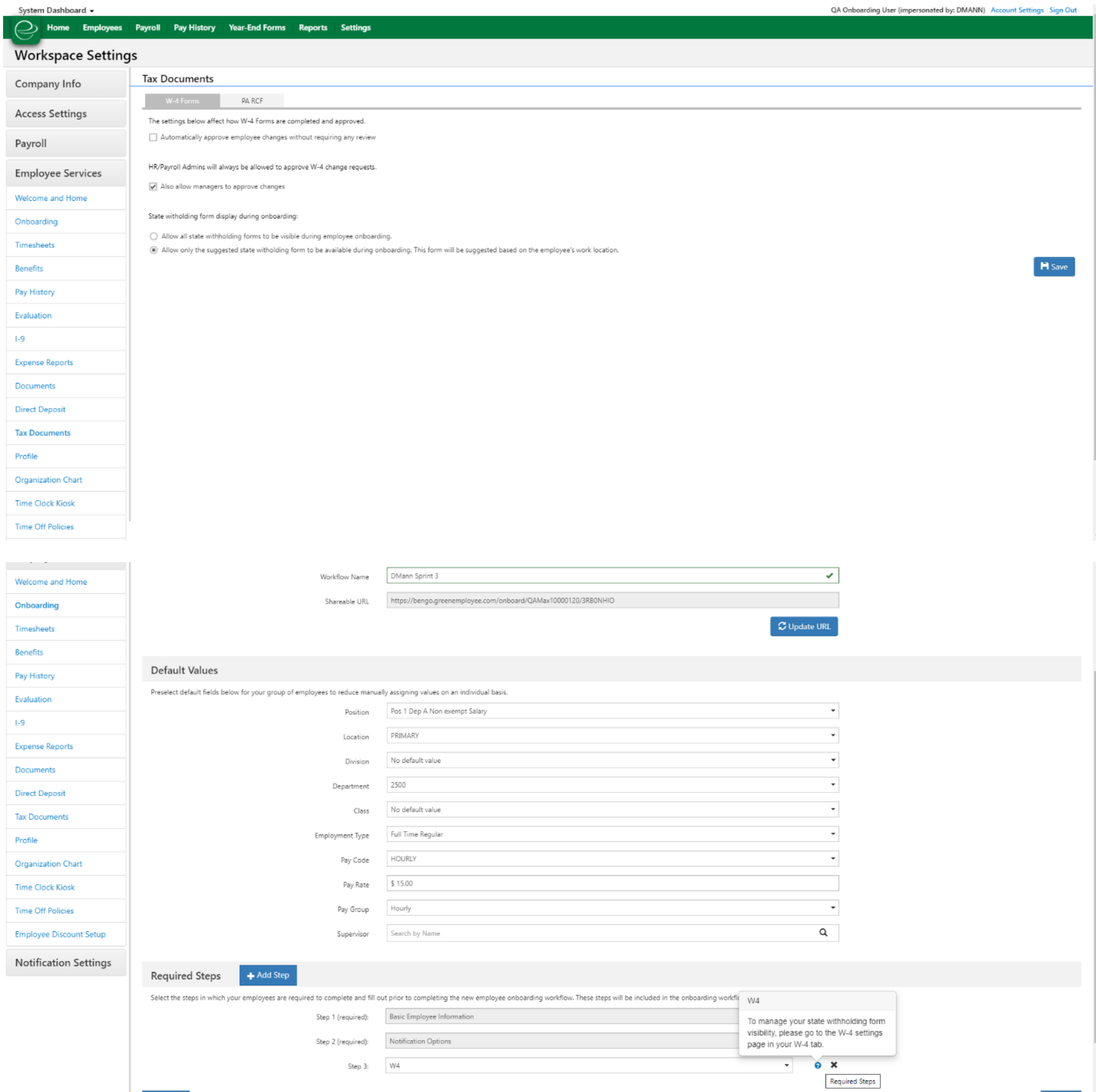


Administrators will no longer be able to create an Onboarding workflow if the workspace is missing a Company Code. An error will show prompting the user to add a Company Code. Additionally, the Create Workflow button will be disabled to prevent confusion.

Employee Services Module: Onboarding

Navigation

Greenshadesonline.com > Settings > Tax Documents > W-4



New Feature

Administrators are now able to set up whether or not an onboarding employee is able to see the list of additional state withholding forms along with the one suggested form for that employee. Administrators can enable or disable the additional forms sections within their W-4 settings. An added information icon will exist in the onboarding settings as well to remind administrators where this settings lives.

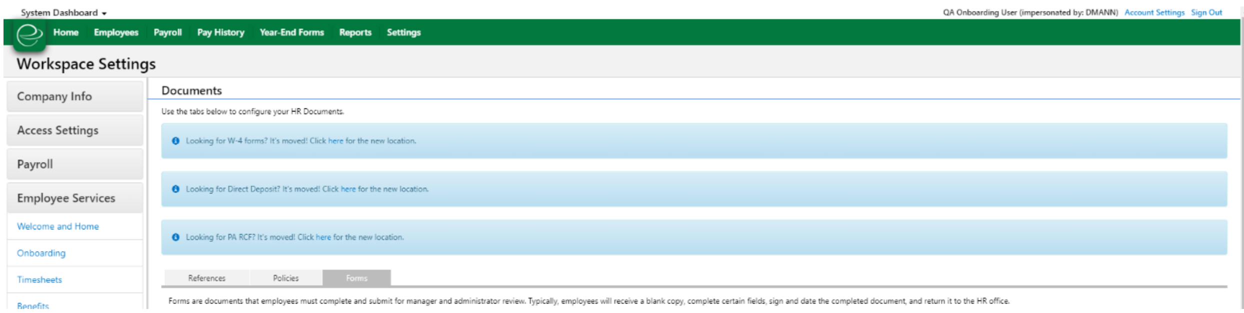
Employee Services Module: Settings

Old Navigation

Greenshadesonline.com > Settings > Documents > W-4/Direct Deposit

Greenshadesonline.com > Settings > W-4

Greenshadesonline.com > Settings > Direct Deposit



New Feature

The settings for the onboarding tax forms of the W-4 and PA-RCF have been moved to their own side navigation submenu item. Informational banners also exist on the Documents page to remind administrators that these pages have been moved.

Employee Services Module: Benefits

Navigation

Greenshadesonline.com > Settings > Benefits > Enrollment Events

New Feature

Due to some trending issues we saw after this last Open Enrollment event period, we have enhanced the logic around the setup for an Open Enrollment event. Now, after administrators set the plan year for an enrollment event, they will only be able to choose healthcare benefits corresponding to that plan year. This will include medical, dental and vision benefits that have been previously added to Greenshades. Any other health benefit with benefit dates not corresponding to the dates of the plan year will not be displayed.

Navigation

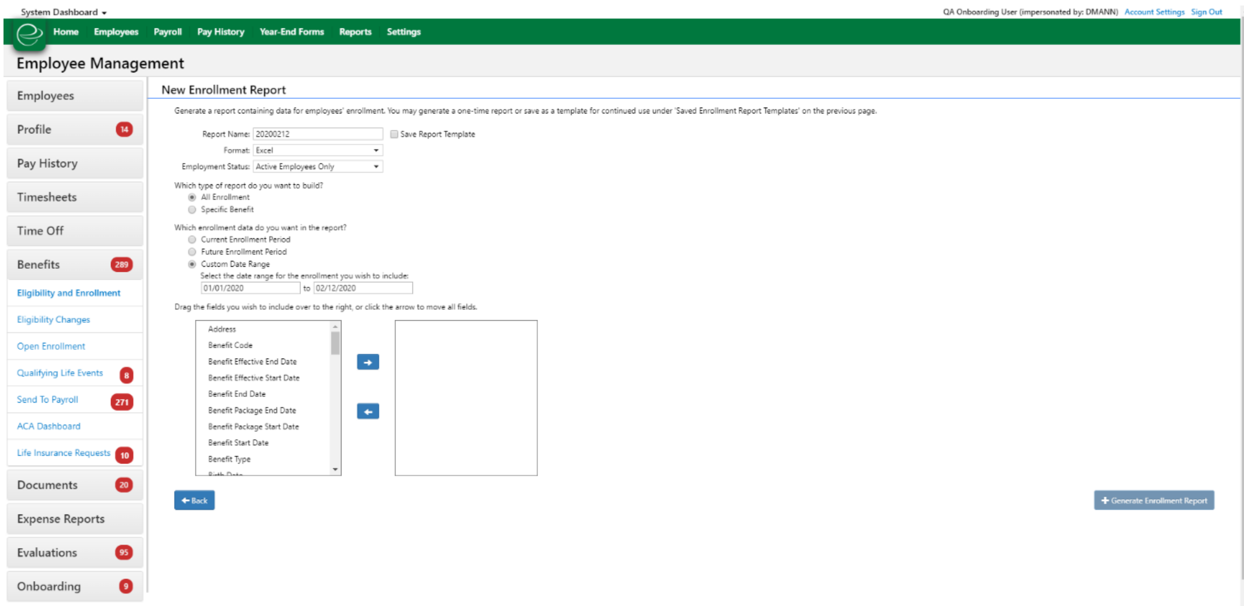
Greenshadesonline.com > Settings > Benefits > Healthcare Benefits

New Feature

Due to some trending issues we saw after this last Open Enrollment event period, we have enhanced the logic around the setup for a healthcare benefit. Now, all health benefits will require a benefit end date to be added upon editing or adding a medical, dental, or vision benefit.

Navigation

Greenshadesonline.com > Employees> Benefits > Eligibility and Enrollment Report



New Feature

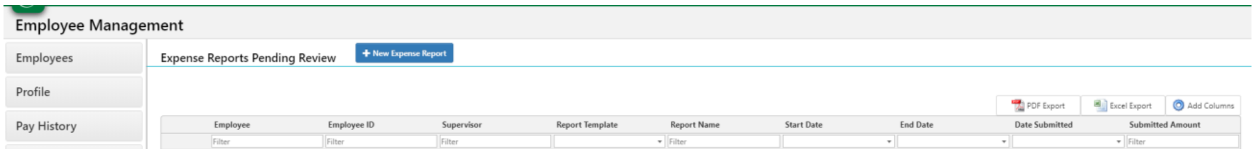
Administrators are now able to generate enrollment reports for a given date range. This includes dates in the past, current, and future.

GOES Anticipated Release 11/18/19

Navigation

Greenshadesonline.com > Employees > Expense Reports > Pending Review

New Feature

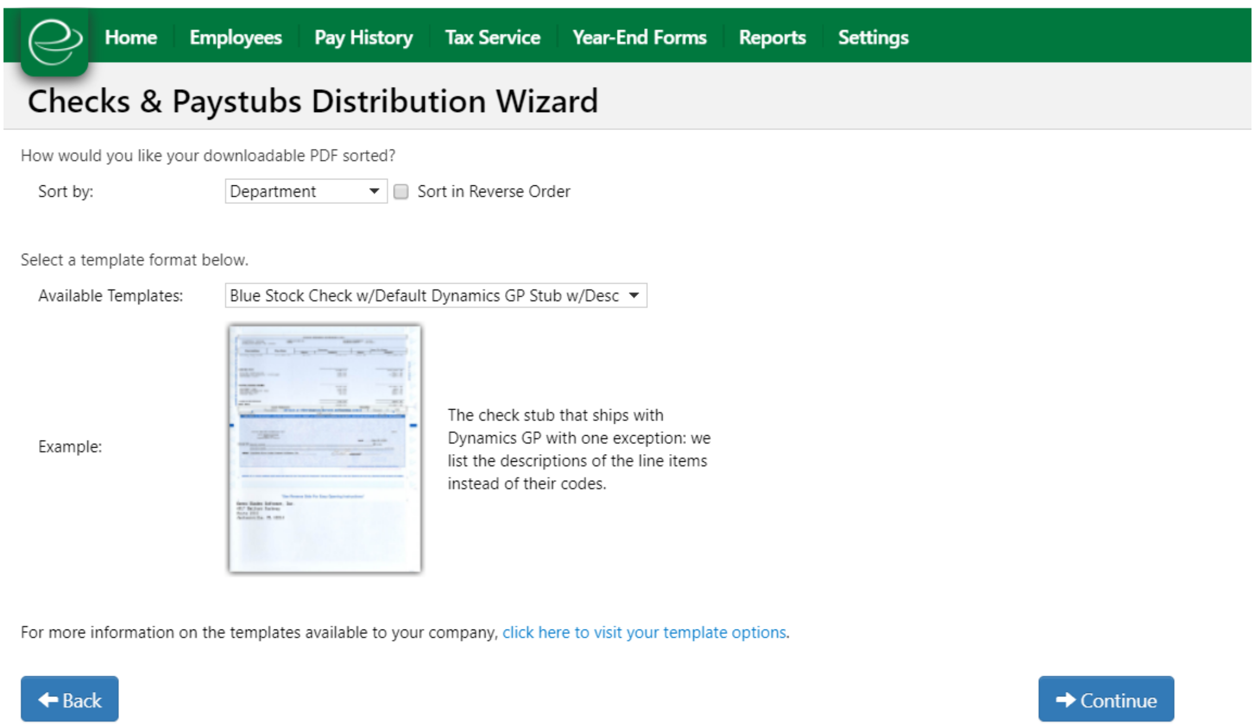


Addition of Date Submitted column to the expense report grid for reports that have been submitted but pending administrator review.

Navigation

Greenshadesonline.com > Pay History > Distribute Statements > Ask Greenshades to Print and Mail your Checks and Paystubs

New Feature



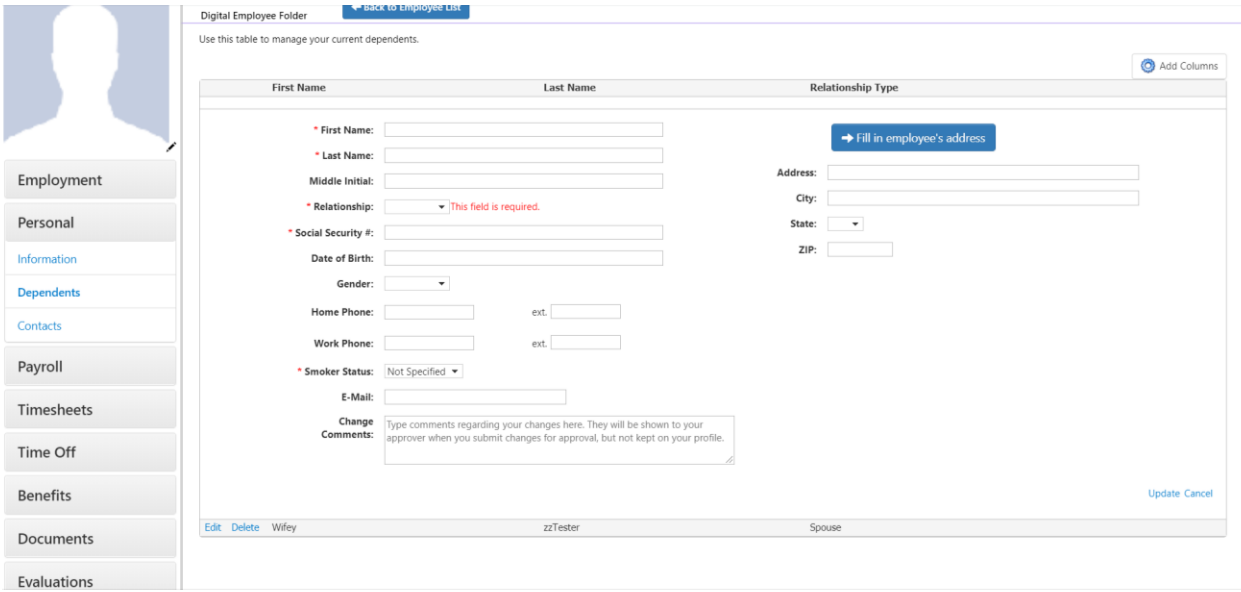
As an administrator, if I would like Greenshades to print and mail my checks or paystubs, I will now be able to sort those prior to sending them off to be printed.

Navigation (92774)

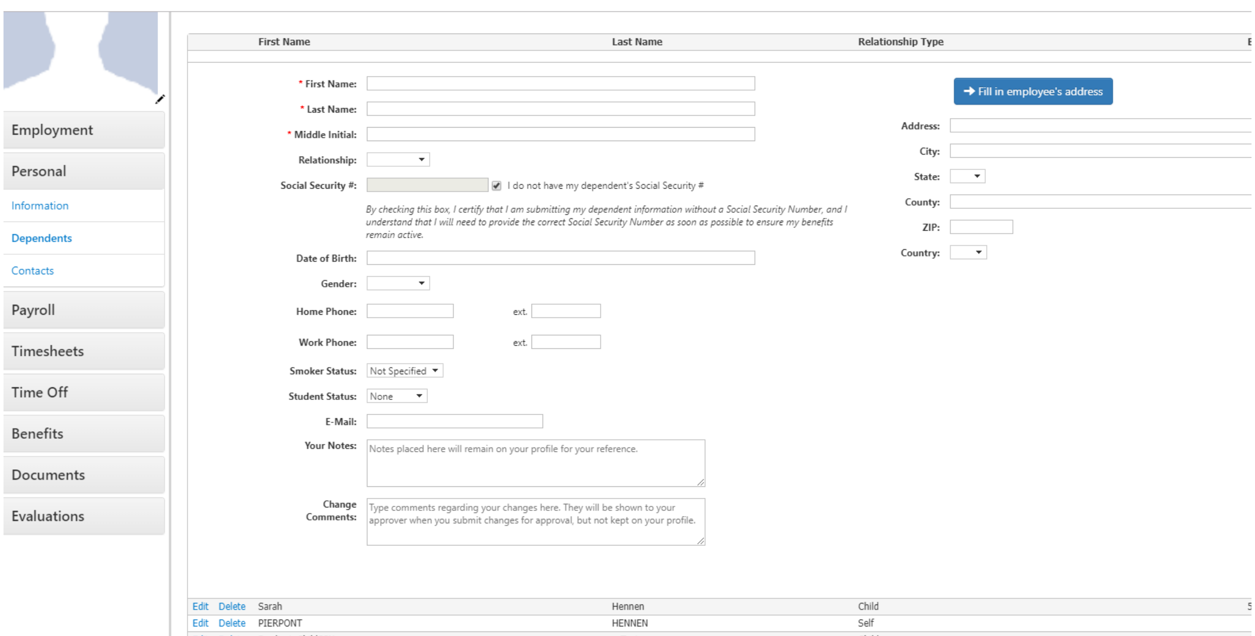
Greenshadesonline.com > Employees > Select Employee > Dependents

Greenemployee.com > HR Profile > Dependents

Old Screen



New Screen

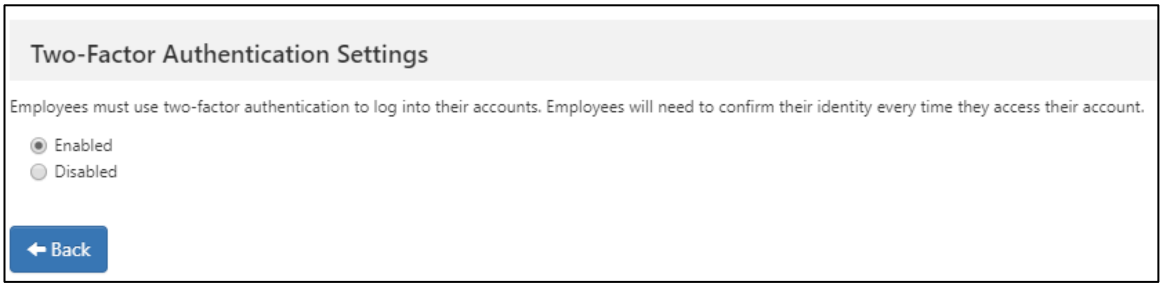


An employee/administrator is no longer allowed to enter in a duplicate Social Security Number for any dependent. If the employee or administrator does not have access to a dependent's SSN (i.e. a newborn baby), then the user is able to mark via checkbox that the do not have a dependent's SSN, but that they acknowledge the risks in doing so

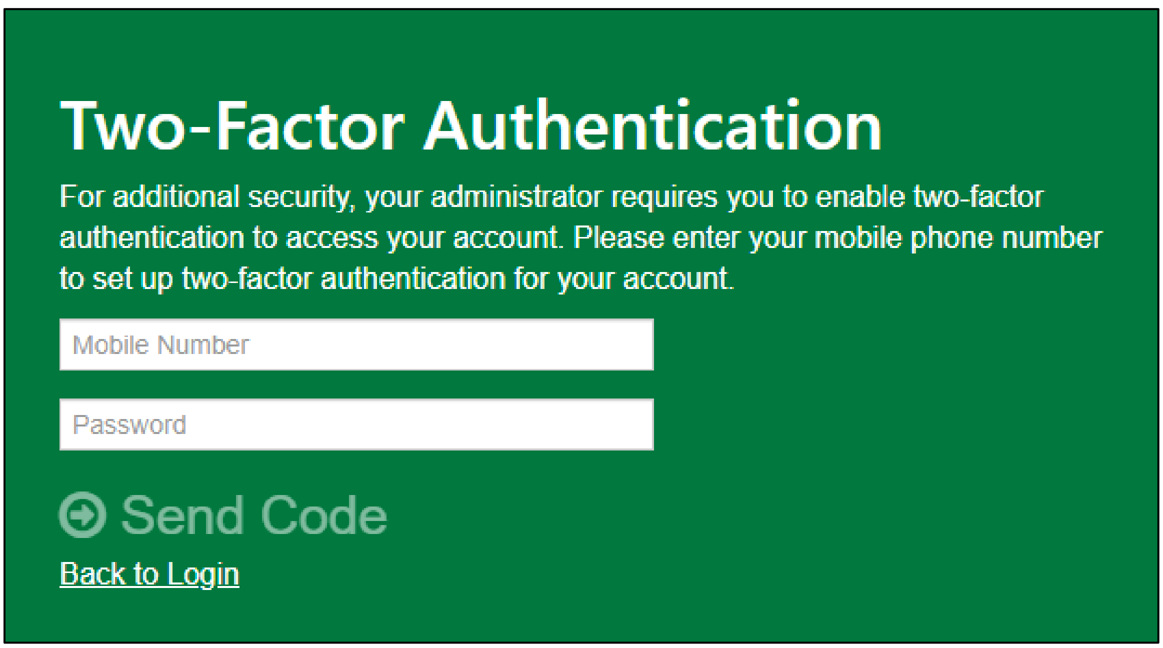
GOES Anticipated Release 11/18/19

Administrators can now require that every employee use two-factor authentication when logging into Green Employee.

A new setting in Workplace Settings > Access Settings > Employee Access > Account Security manages this functionality.



Employees who already use two-factor authentication will see no change when this setting is enabled. However, employees who do not have two-factor enabled will be forced to enable it upon their next log in.

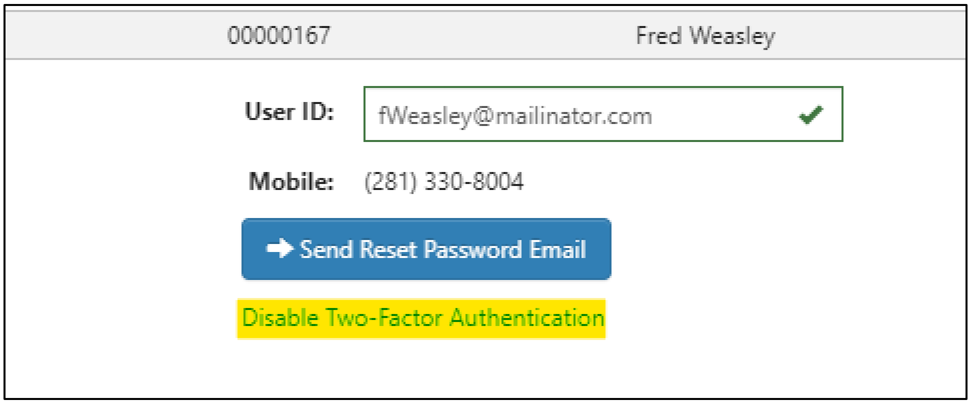


New employees creating accounts for the first time will be forced to enable two-factor authentication upon their first log in.

Administrators can disable two-factor authentication for individual employees. This option is available regardless of whether two-factor authentication is mandatory for the workspace.

This is done through the Manage Employee Account tab of the Employee Access settings.

Clicking "Edit" next to an employee's name will reveal this option.



If mandatory two-factor authentication is enabled at the workspace level, that employee will be prompted to re-enable two-factor authentication when they log in next.

If mandatory two-factor authentication is disabled, the employee will still be able to enable two-factor authentication from within Green Employee.

GOES Anticipated Release 11/05/19

Employee Services Module

Navigation

Greenemployee.com > Documents > HR Documents > W-4 Create

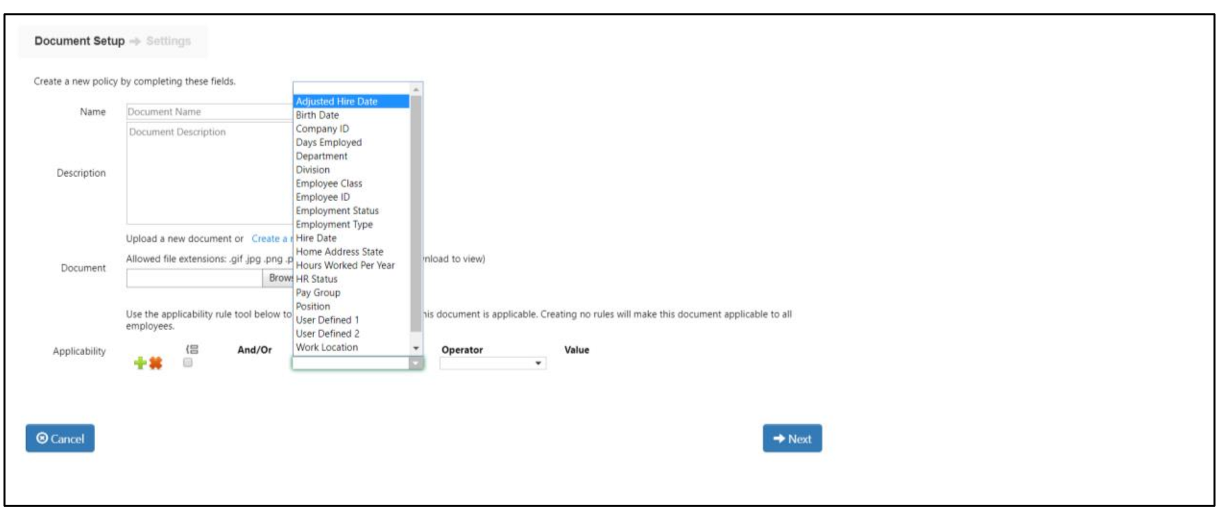
New Feature

As an employee, I will be able to fill out a 2020 Federal W-4 Form. This feature will be available after January 1, 2020.

Navigation

Greenshadesonline.com > Settings > Employee Services > Documents > Policies > New Policy > Add Name/Doc > Next > Document Settings

New Feature

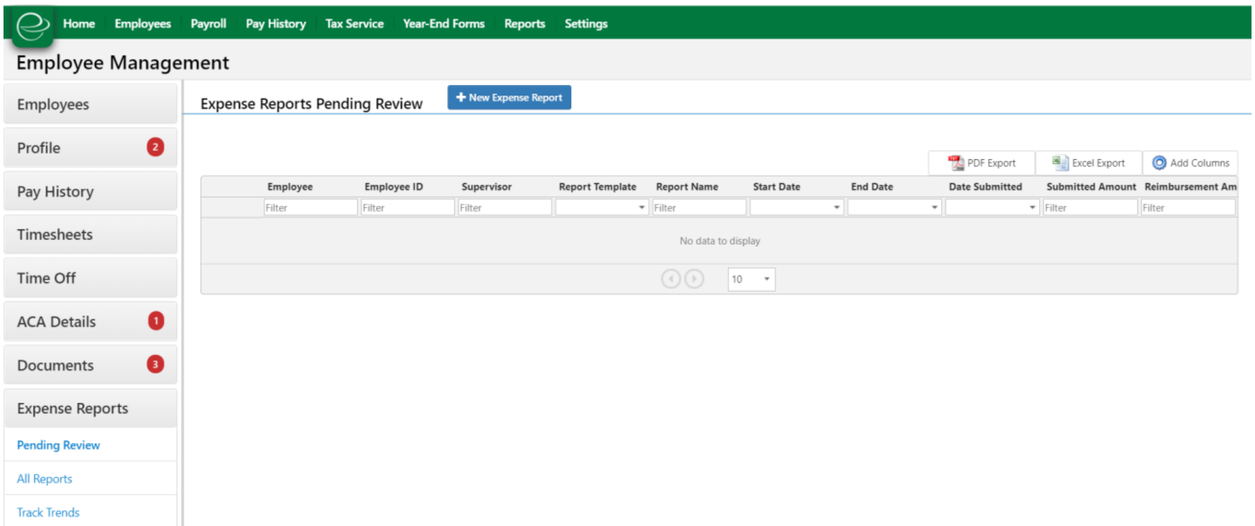


As an administrator, I can now assign forms to be provided to my rehired or moved employees based on their adjusted hire date.

Navigation

Greenshadesonline.com > Employees > Expense Reports > Pending Review

New Feature

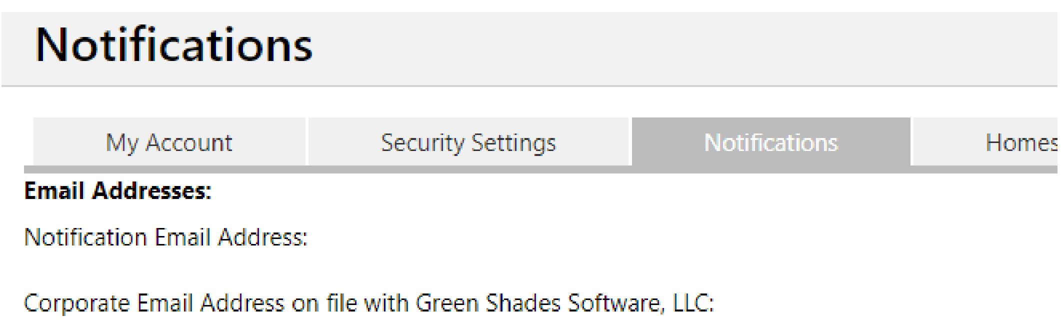


As an administrator, I can now filter expense reports pending approval by the date in which the employee submitted the report.

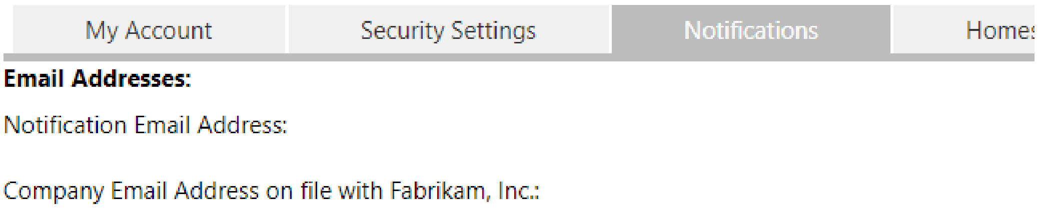
Navigation

Greenemployee.com > Account Settings > Notifications

Old Screen



New Screen

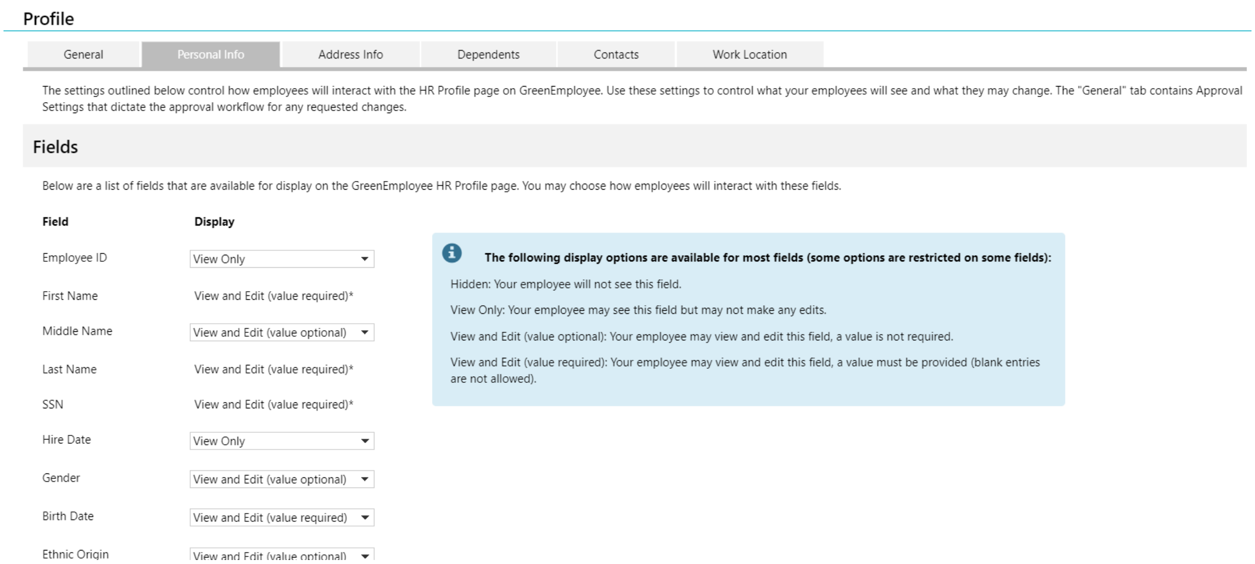


Updated screen and button navigation for employee's on the settings page

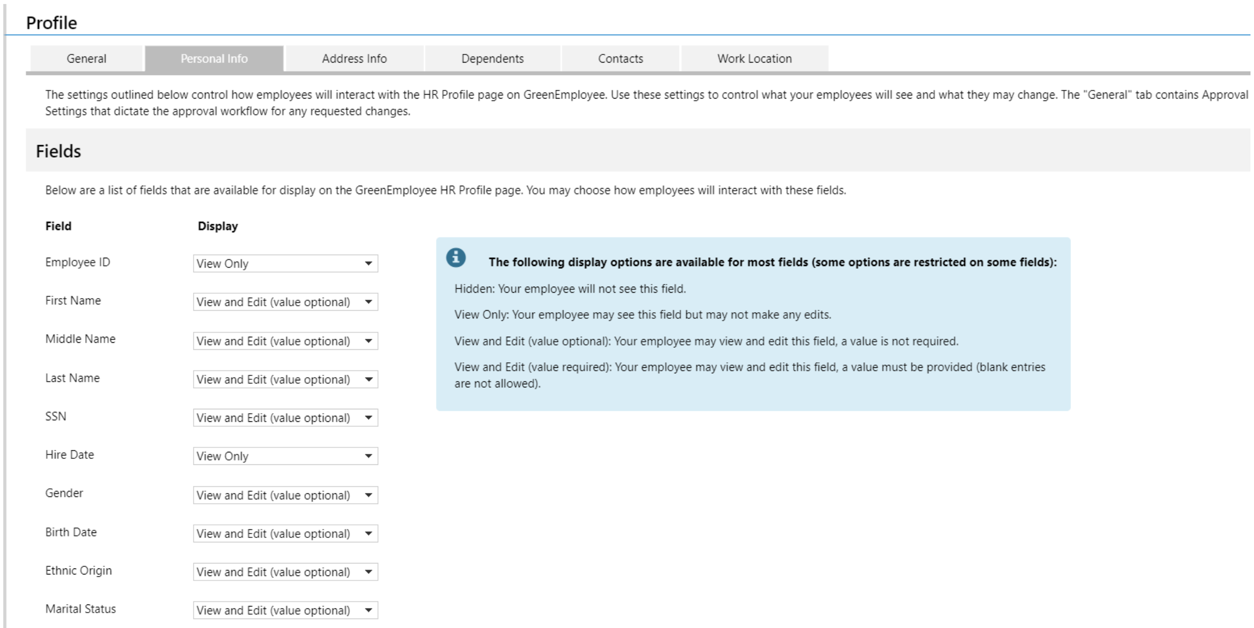
Navigation

Greenshadesonline.com > Settings > Employee Services > Profile

Old Screen



New Screen



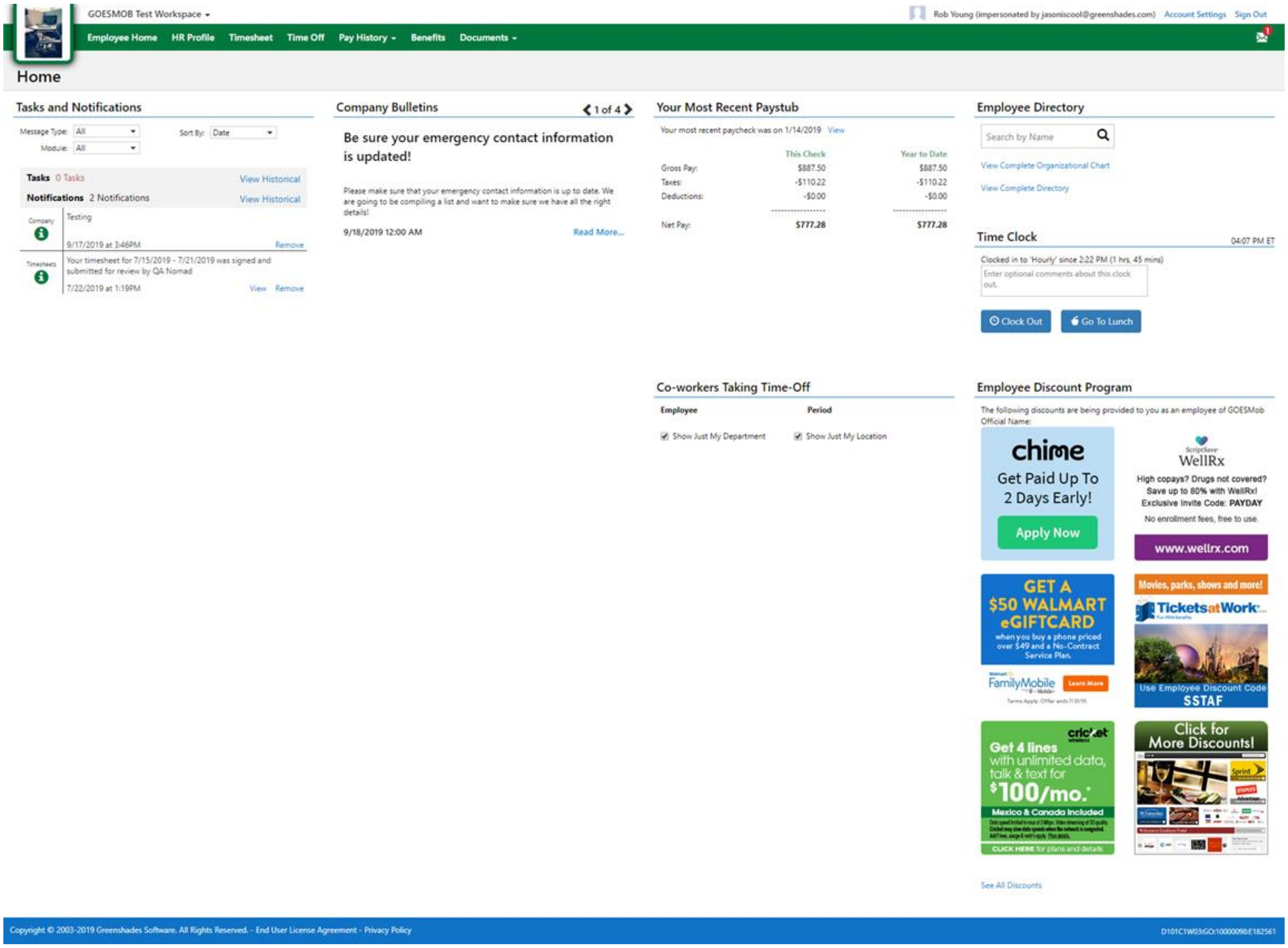
As an administrator, I can now configure settings for an employee’s profile to ‘view only’ that were previously ‘view and required’.

GOES Release Notes 9/23/19

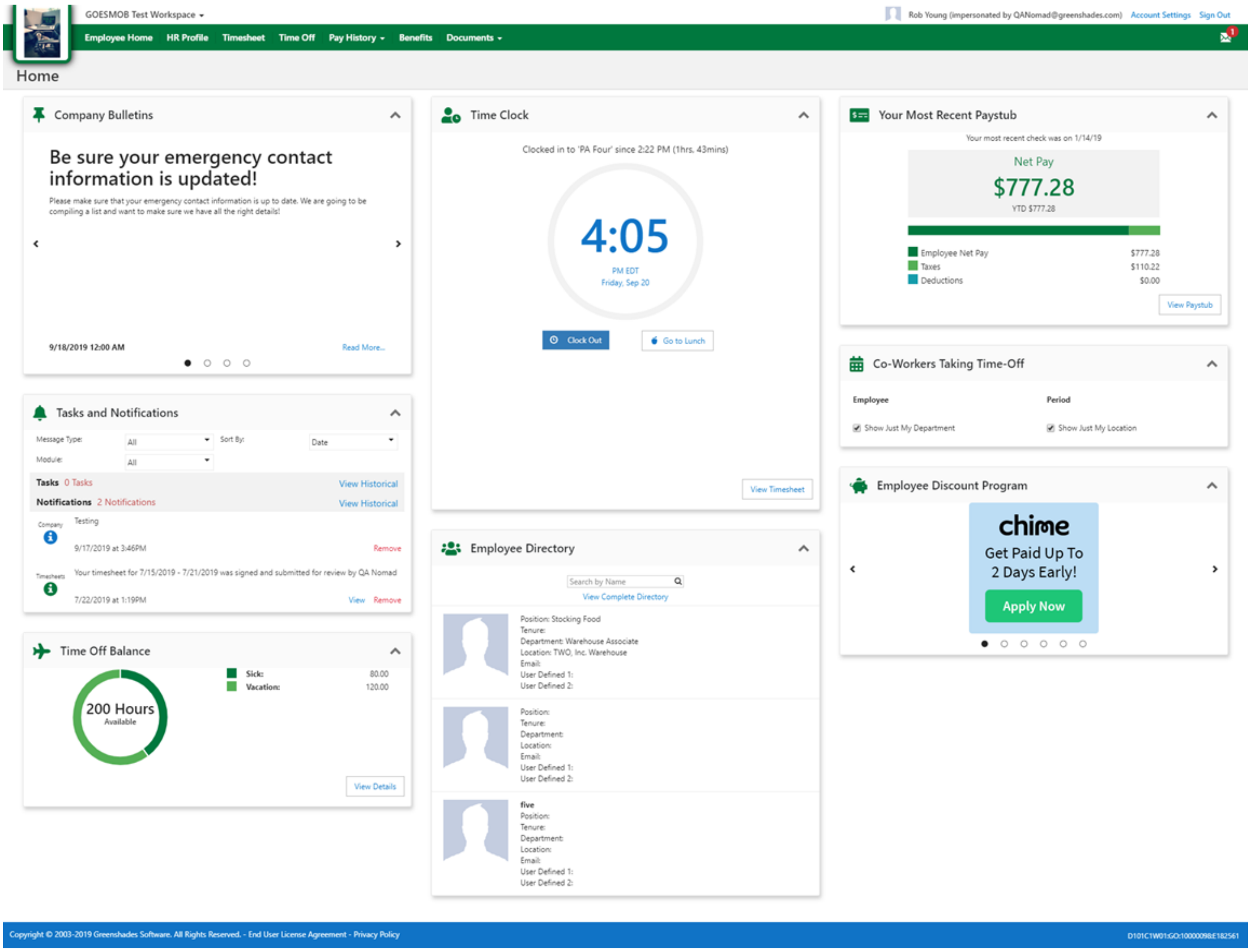
Employee Services

There have been substantial visual changes to the Green Employee Home Page. Further, we have added a new Time Off Balance widget that shows employees any time off balances that t hey may have.

Previous Green Employee Home Page



Updated version of the Green Employee Home Page



GOES Release Notes 8/28/19

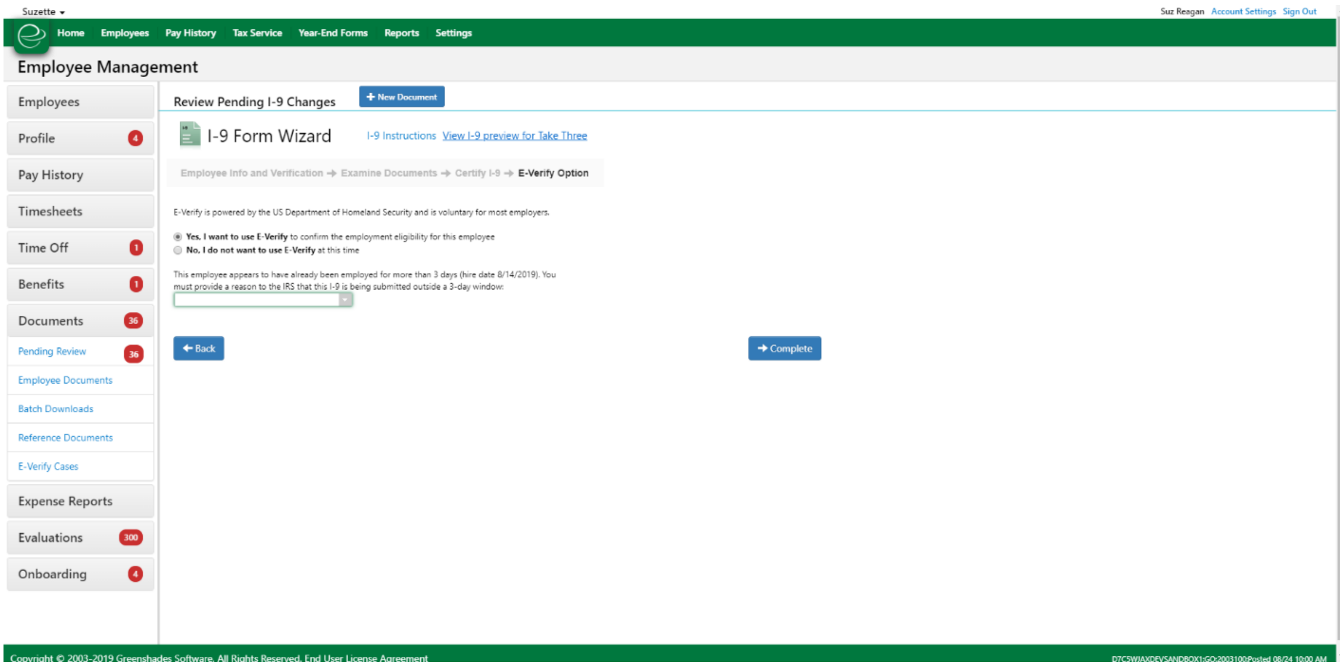
I-9 Module

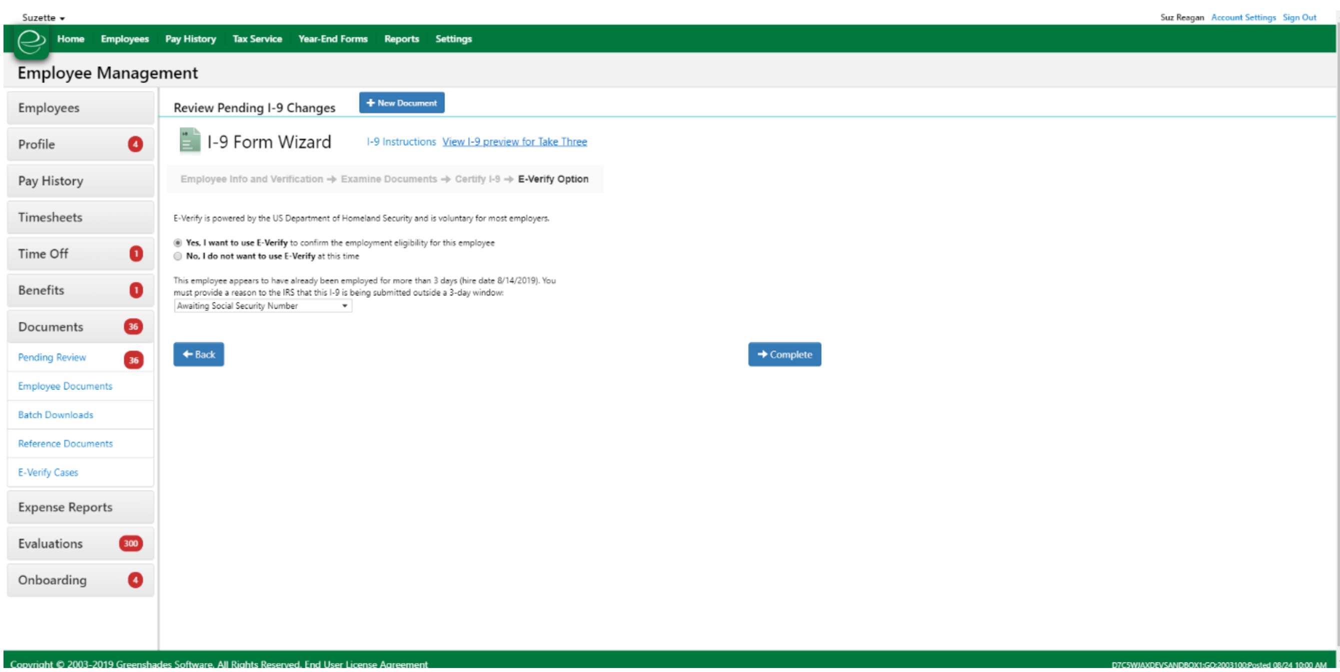
As an administrator, I can now submit an I-9 to eVerify after 3 business days along with a valid reason for the late submission.

Navigation (85973)

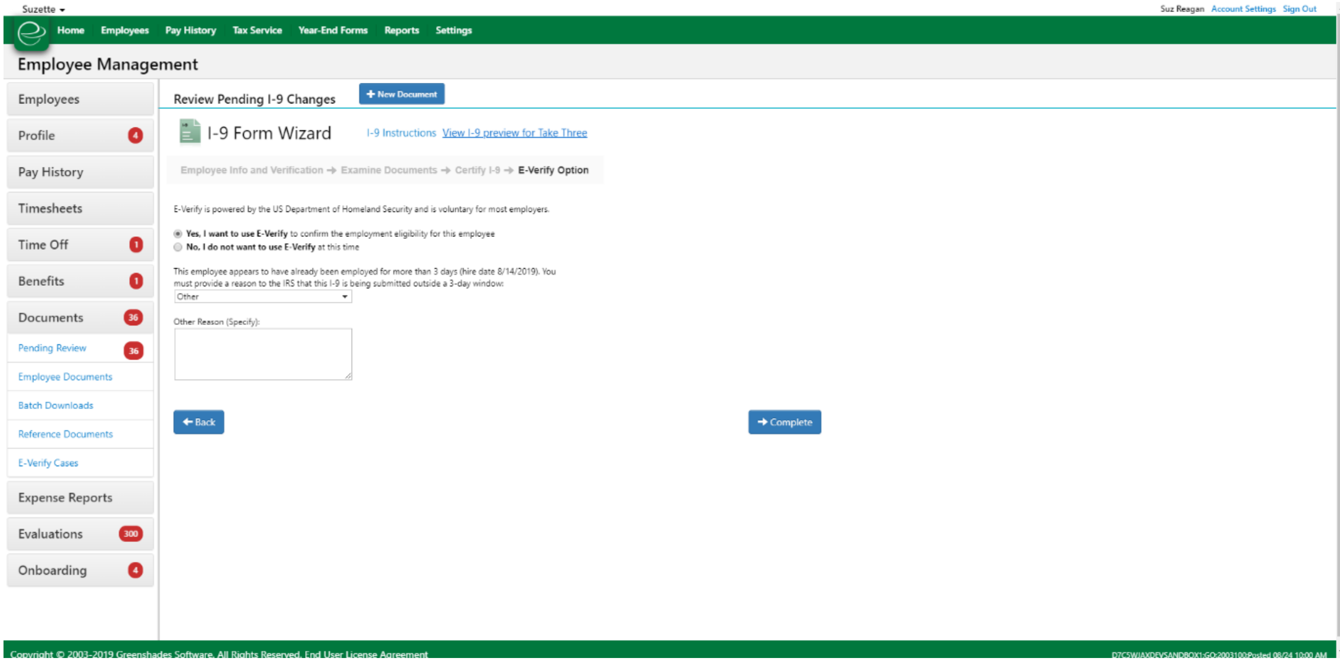
Greenshadesonline.com -> Employees -> Documents -> Pending Review -> Document Filter for I-9

New Feature



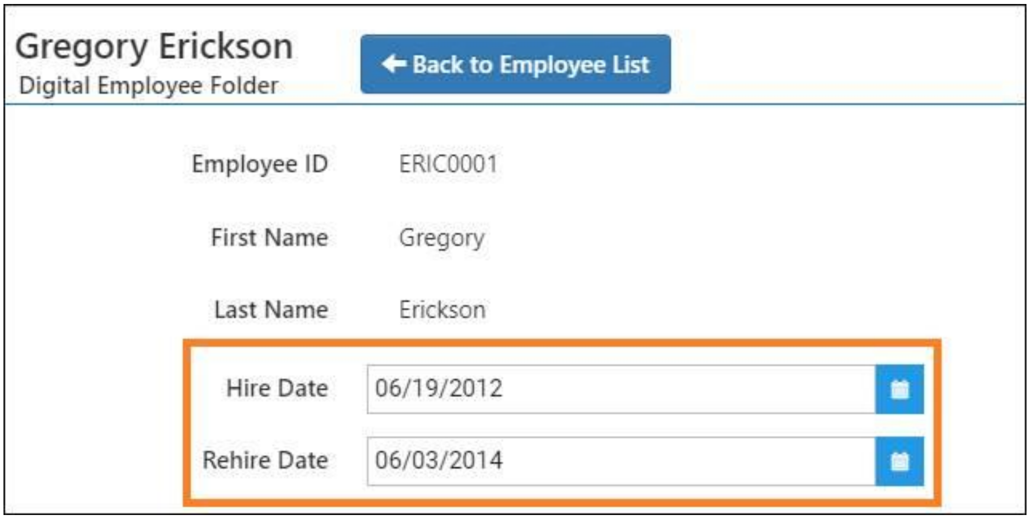


GREENSHADES
LET US HANDLE THAT

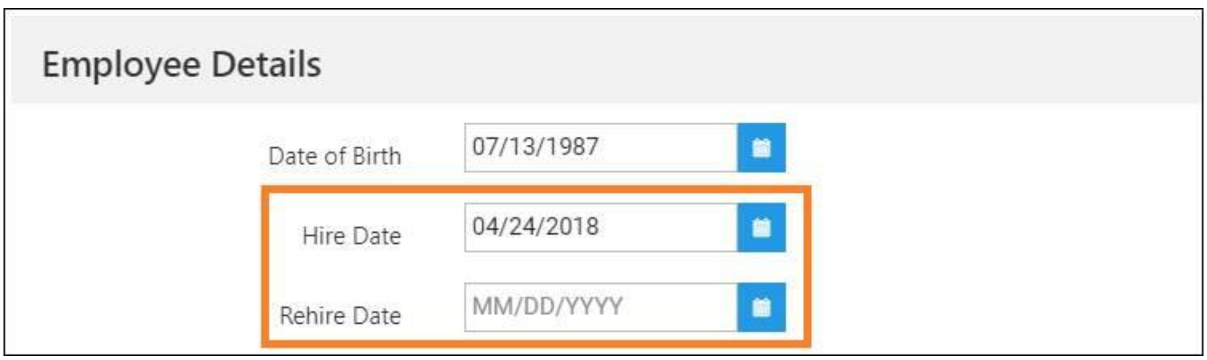

Suzette
Suz Reagan Account Settings Sign Out
Home Employees Pay History Tax Service Year-End Forms Reports Settings
Employee Management
Employees
Profile 4
Pay History
Timesheets
Time Off 1
Benefits 1
Documents 36
Pending Review 36
Employee Documents
Batch Downloads
Reference Documents
E-Verify Cases
Expense Reports
Evaluations 300
Onboarding 4
Review Pending I-9 Changes
+ New Document
I-9 Form Wizard
I-9 Instructions View I-9 preview for Take Three
Employee Info and Verification → Examine Documents → Certify I-9 → E-Verify Option
E-Verify is powered by the US Department of Homeland Security and is voluntary for most employers.
Yes, I want to use E-Verify to confirm the employment eligibility for this employee
No, I do not want to use E-Verify at this time
This employee appears to have already been employed for more than 3 days (hire date 8/14/2019). You must provide a reason to the IRS that this I-9 is being submitted outside a 3-day window:
Other
Other Reason (Specify):
Back
Complete
Copyright © 2003-2019 Greenshades Software. All Rights Reserved. End User License Agreement

GOES Release Notes 8/19/19

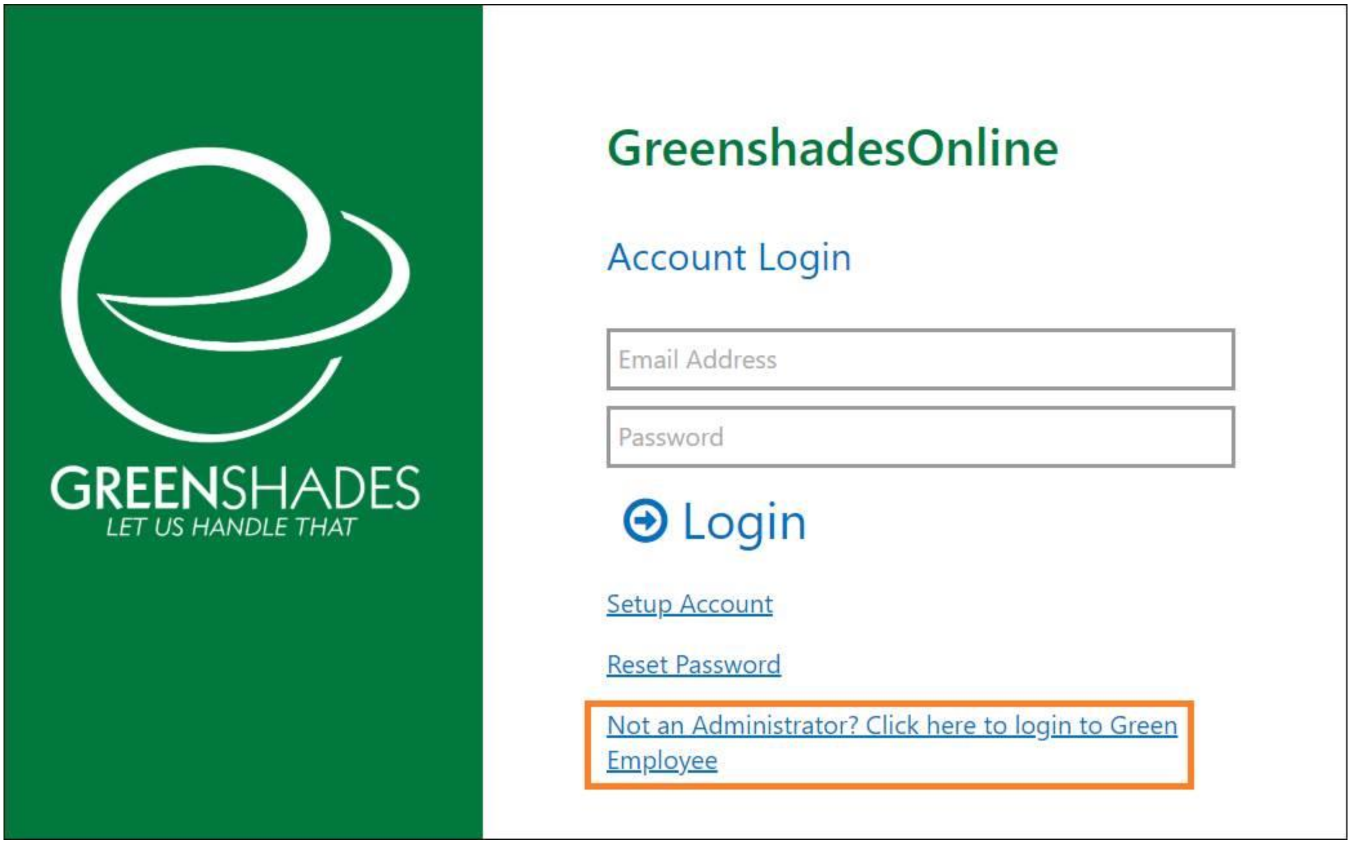
We expanded hire date/rehire date functionality in two areas: the Employee Card and the Onboarding Request Approval screen. On the Employee Card, non-Greenshades Payroll users can now edit both hire date and rehire date.



Additionally, administrators can now assign a hire date and rehire date when approving a Pending Onboarding Request.



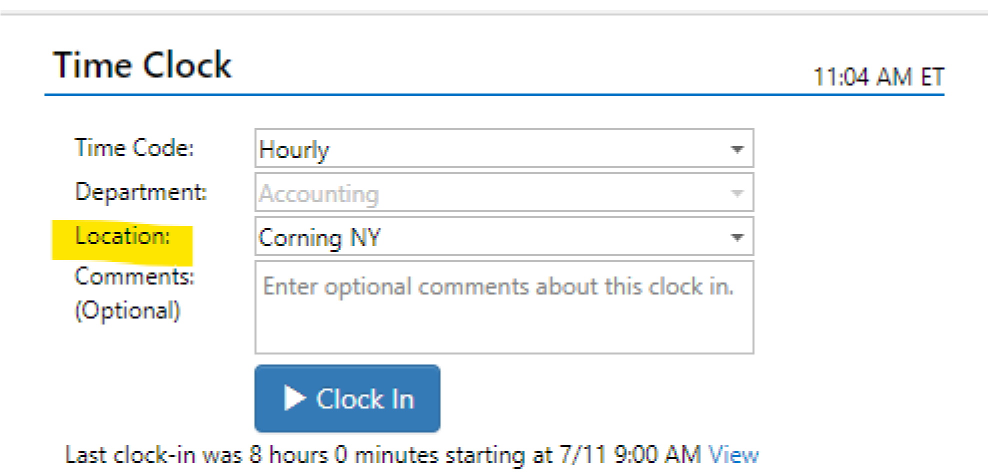
The final change is the addition of a link to the Greenshades Online that sends Employees who have accidentally landed on the Greenshades Online login page to the Green Employee Company Search page.



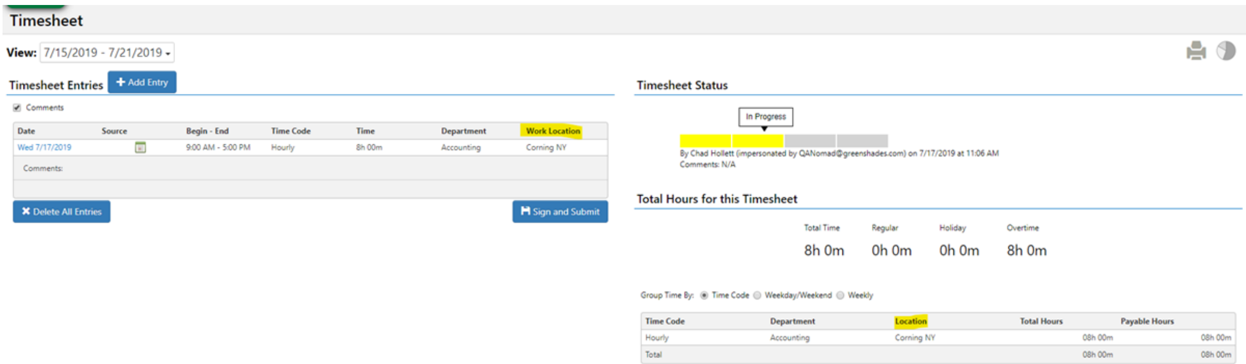
GOES Release Notes 7/22/19

What we have done in Sprint 13 is introduced the ability for users to select work locations when creating or editing a Time Entry. **This will only be available for GS Payroll users at this time.**

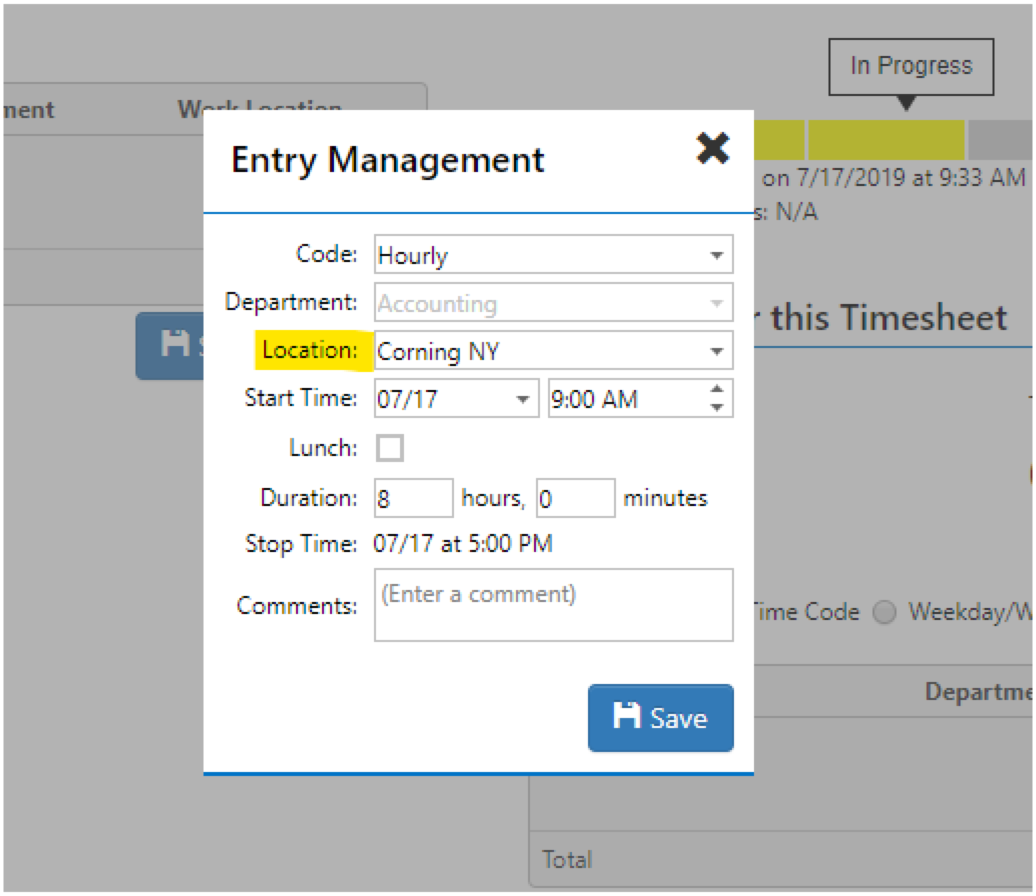
GE users, they will see a new dropdown on the homepage Time Clock widget:

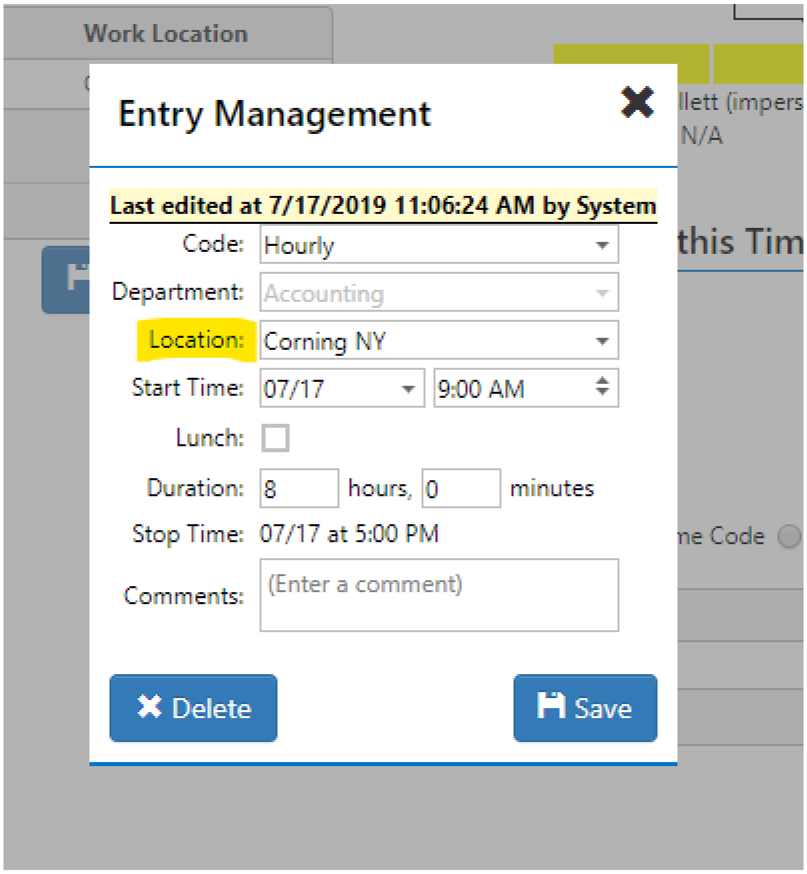


When looking at a specific Timesheet, they will be able to see the Work Locations they have selected with each entry:

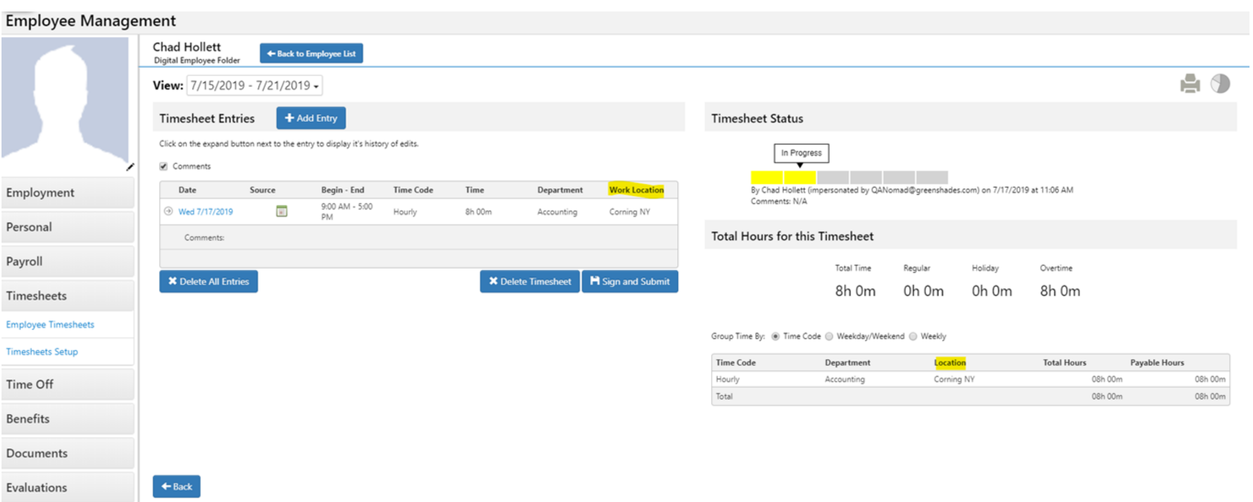


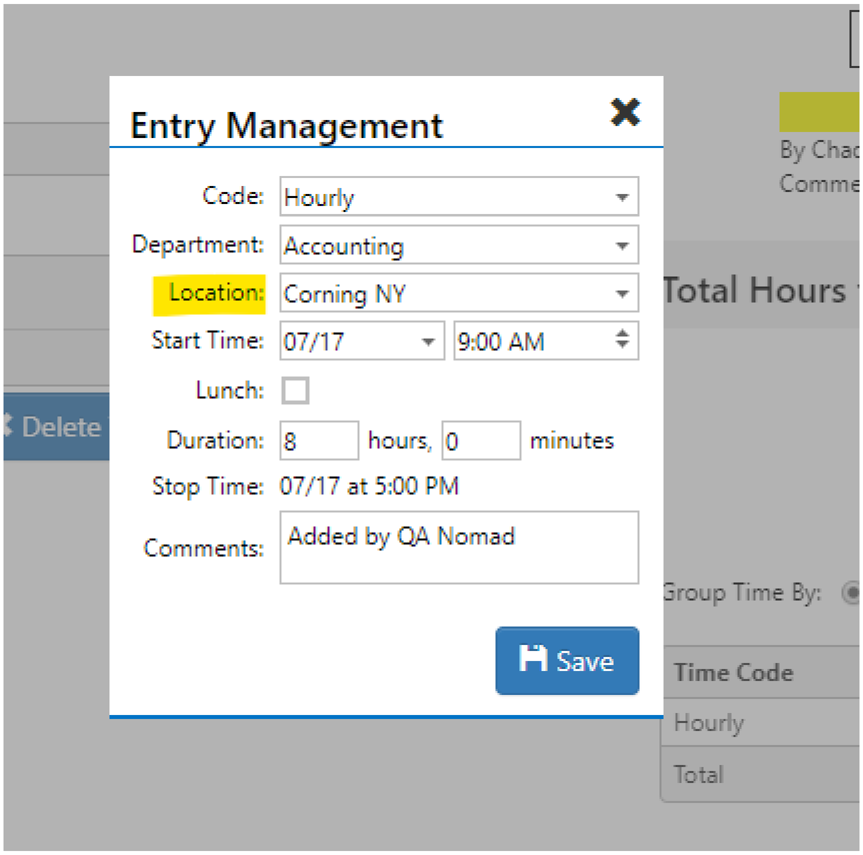
And when either adding a new entry or editing an existing one, the Work Location can be chosen:

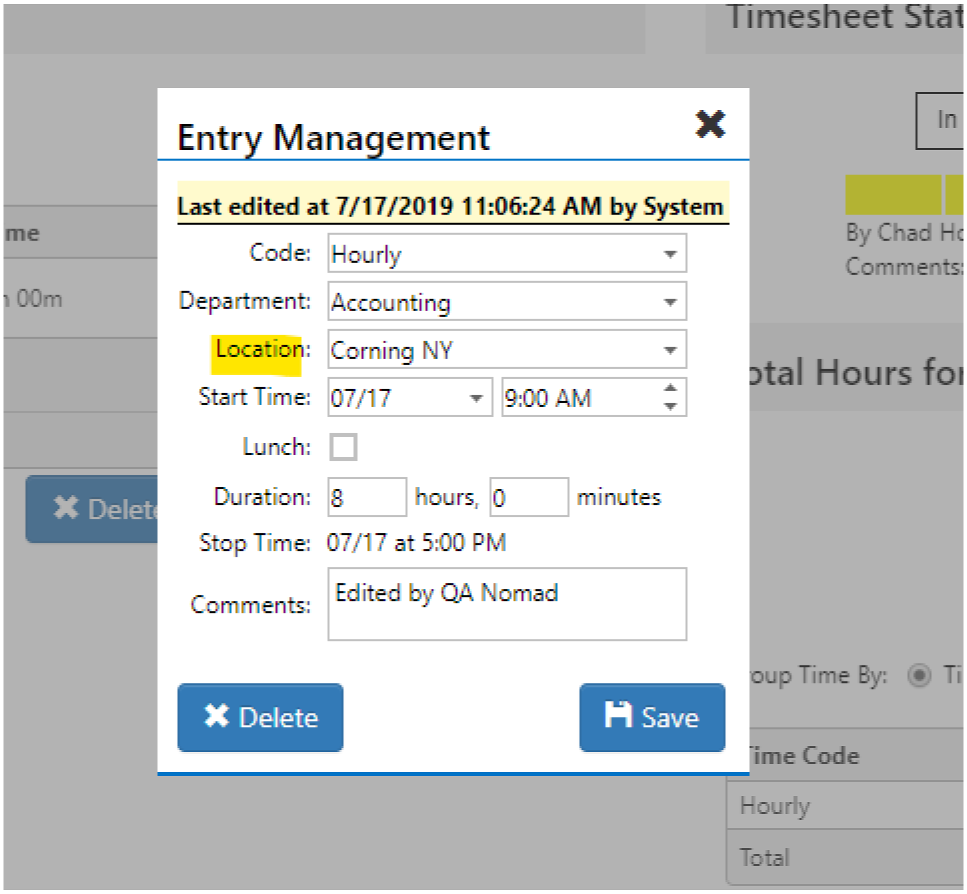

In Progress
Entry Management
Code: Hourly
Department: Accounting
Location: Corning NY
Start Time: 07/17 9:00 AM
Lunch:
Duration: 8 hours, 0 minutes
Stop Time: 07/17 at 5:00 PM
Comments: (Enter a comment)
Save
on 7/17/2019 at 9:33 AM
this Timesheet
Total



GO users will see similar changes on their side:

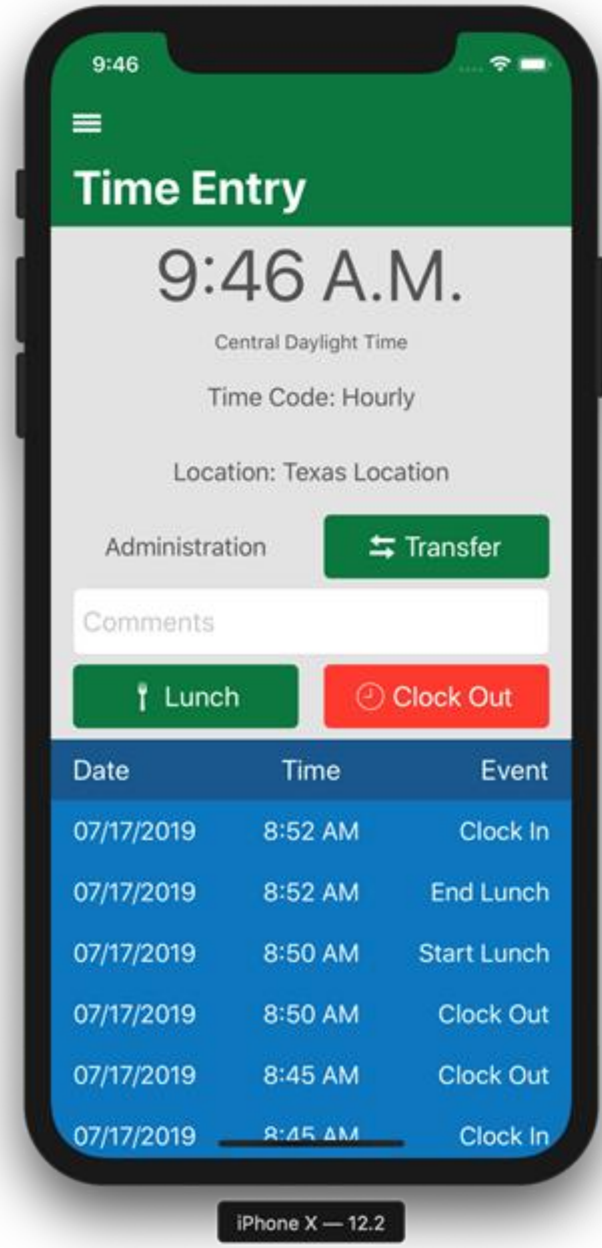


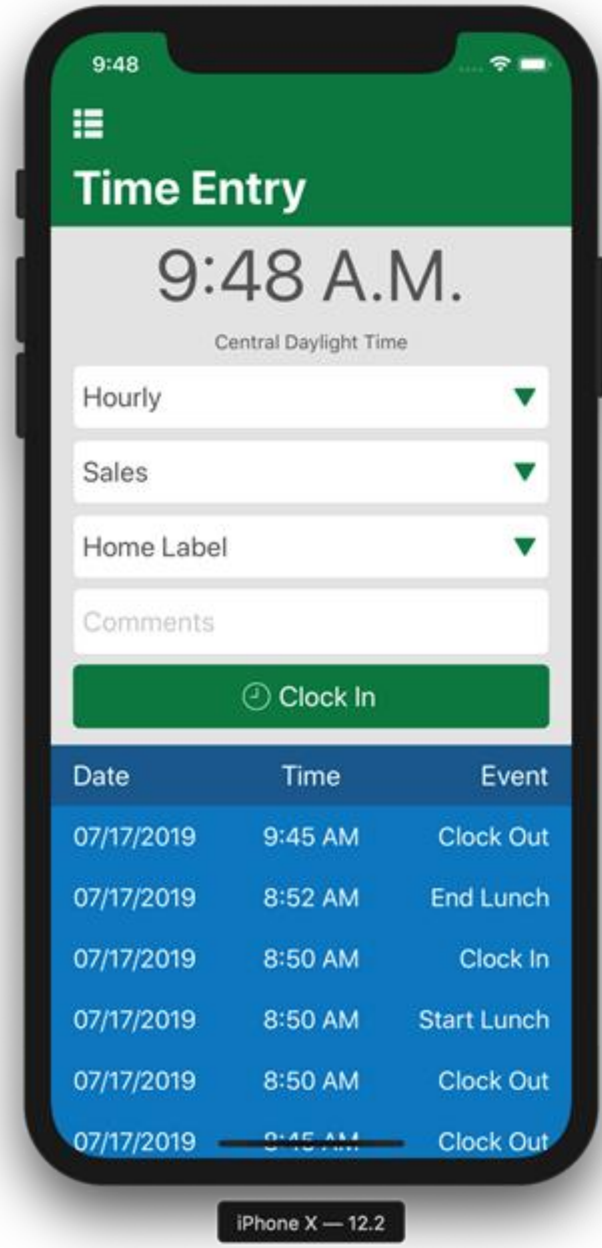

Entry Management
Code: Hourly
Department: Accounting
Location: Corning NY
Start Time: 07/17 9:00 AM
Lunch:
Duration: 8 hours, 0 minutes
Stop Time: 07/17 at 5:00 PM
Comments: Added by QA Nomad
Save
Delete
Total Hours
Group Time By:
Time Code
Hourly
Total



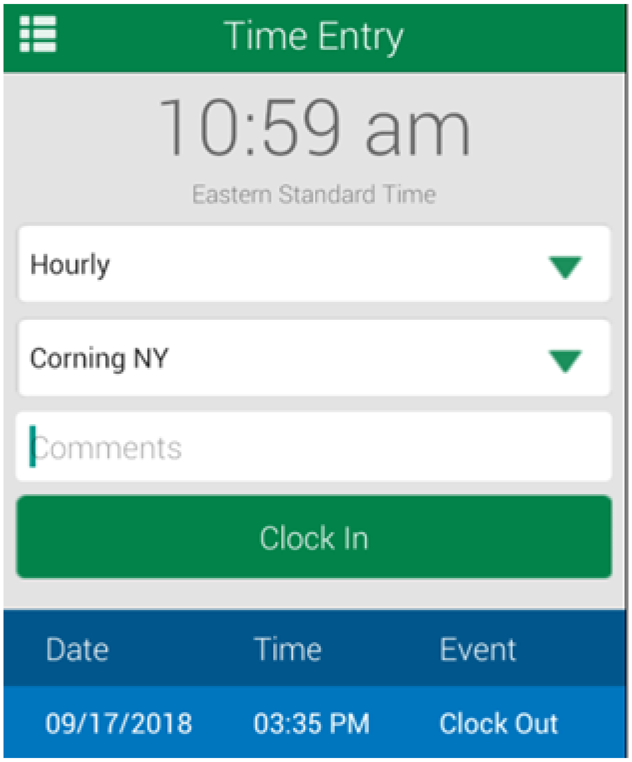
These changes are also reflected in both mobile apps as well as the kiosk.

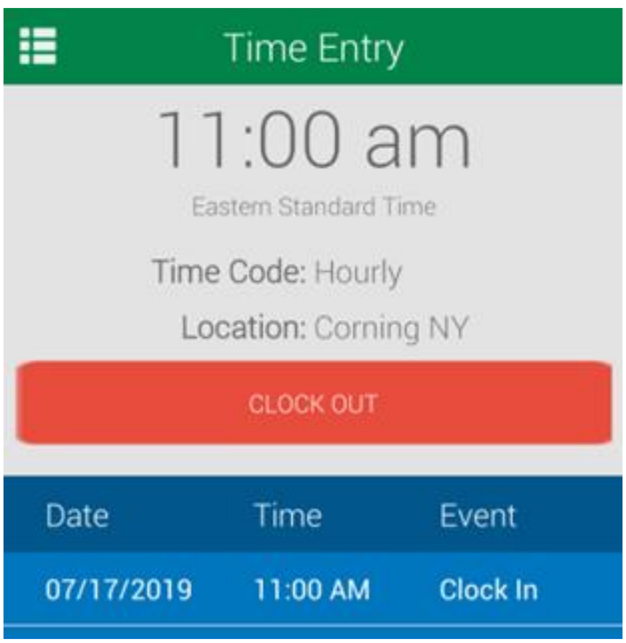
iOS:


9:46
Time Entry
9:46 A.M.
Central Daylight Time
Time Code: Hourly
Location: Texas Location
Administration
Transfer
Comments
Lunch
Clock Out
Date
Time
Event
07/17/2019
8:52 AM
Clock In
07/17/2019
8:52 AM
End Lunch
07/17/2019
8:50 AM
Start Lunch
07/17/2019
8:50 AM
Clock Out
07/17/2019
8:45 AM
Clock Out
07/17/2019
8:45 AM
Clock In
iPhone X — 12.2

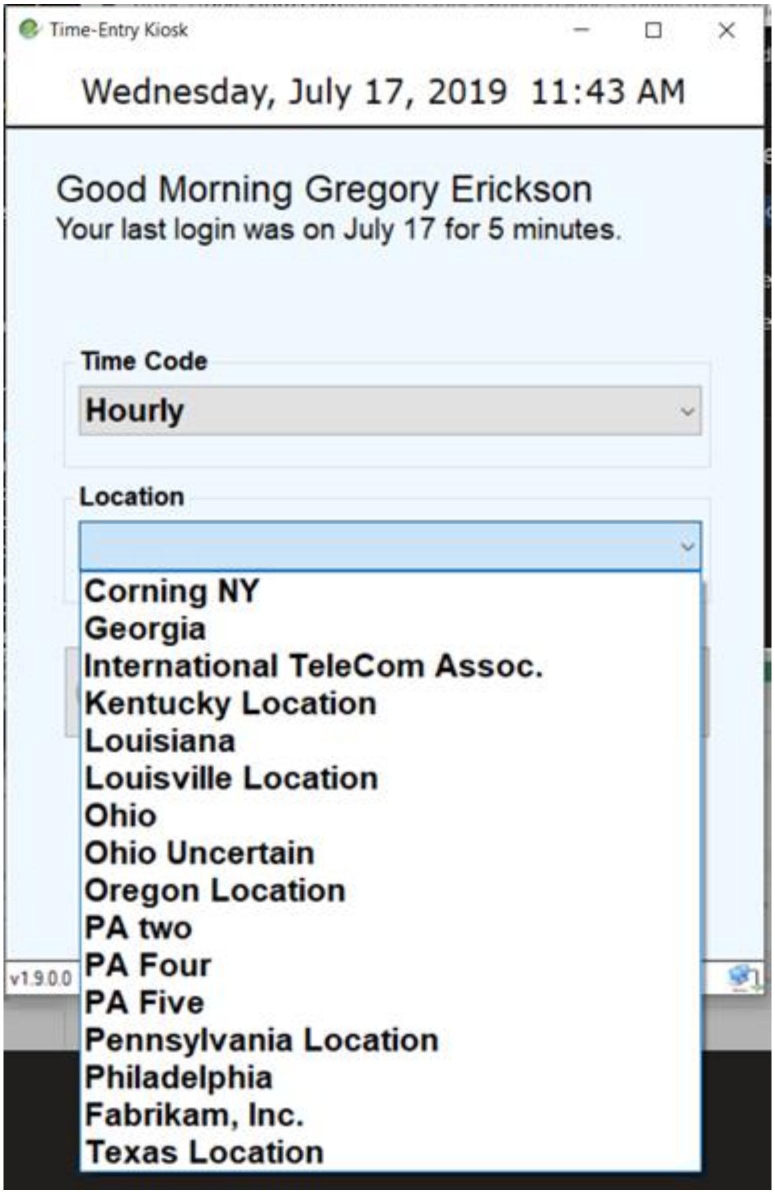

9:48
Time Entry
9:48 A.M.
Central Daylight Time
Hourly
Sales
Home Label
Comments
Clock In
Date
Time
Event
07/17/2019
9:45 AM
Clock Out
07/17/2019
8:52 AM
End Lunch
07/17/2019
8:50 AM
Clock In
07/17/2019
8:50 AM
Start Lunch
07/17/2019
8:50 AM
Clock Out
07/17/2019
Clock Out
iPhone X — 12.2

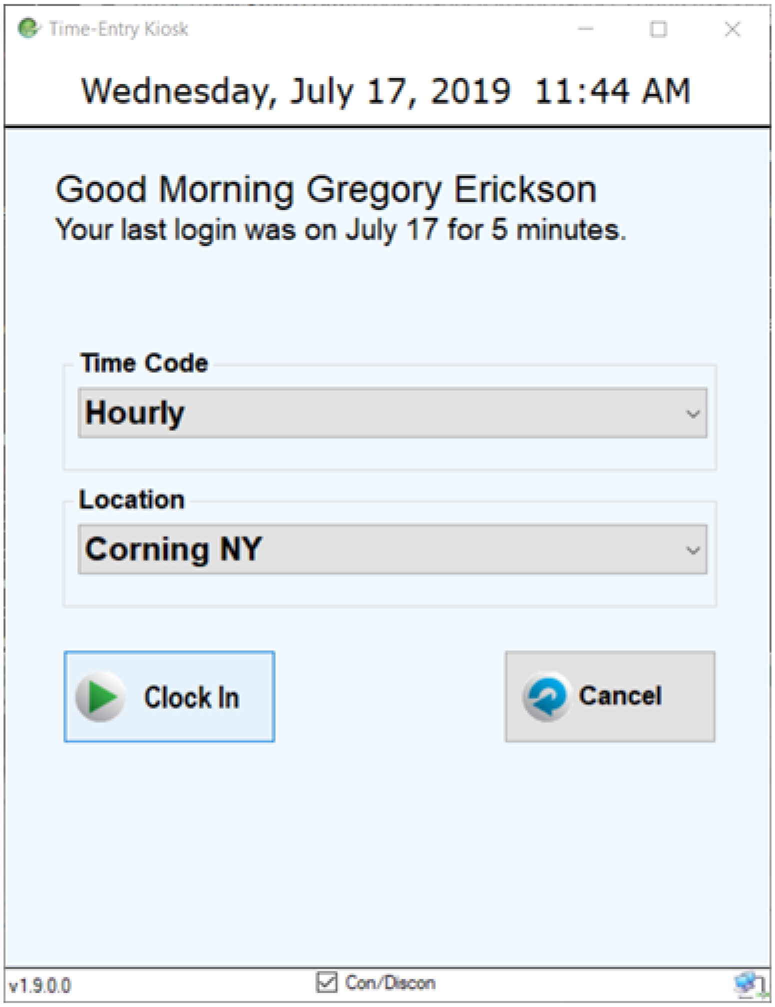
Android:


Time Entry
10:59 am
Eastern Standard Time
Hourly
Corning NY
Comments
Clock In
Date
Time
Event
09/17/2018
03:35 PM
Clock Out


Time Entry
11:00 am
Eastern Standard Time
Time Code: Hourly
Location: Corning NY
CLOCK OUT
Date
Time
Event
07/17/2019
11:00 AM
Clock In

Kiosk:


Time-Entry Kiosk
Wednesday, July 17, 2019 11:43 AM
Good Morning Gregory Erickson
Your last login was on July 17 for 5 minutes.
Time Code
Hourly
Location
Corning NY
Georgia
International TeleCom Assoc.
Kentucky Location
Louisiana
Louisville Location
Ohio
Ohio Uncertain
Oregon Location
PA two
PA Four
PA Five
Pennsylvania Location
Philadelphia
Fabrikam, Inc.
Texas Location
v1.9.0.0


Time-Entry Kiosk
Wednesday, July 17, 2019 11:44 AM
Good Morning Gregory Erickson
Your last login was on July 17 for 5 minutes.
Time Code
Hourly
Location
Corning NY
Clock In
Cancel
v1.9.0.0
Con/Discon

Release Notes for 04/08/2019

Documents Module

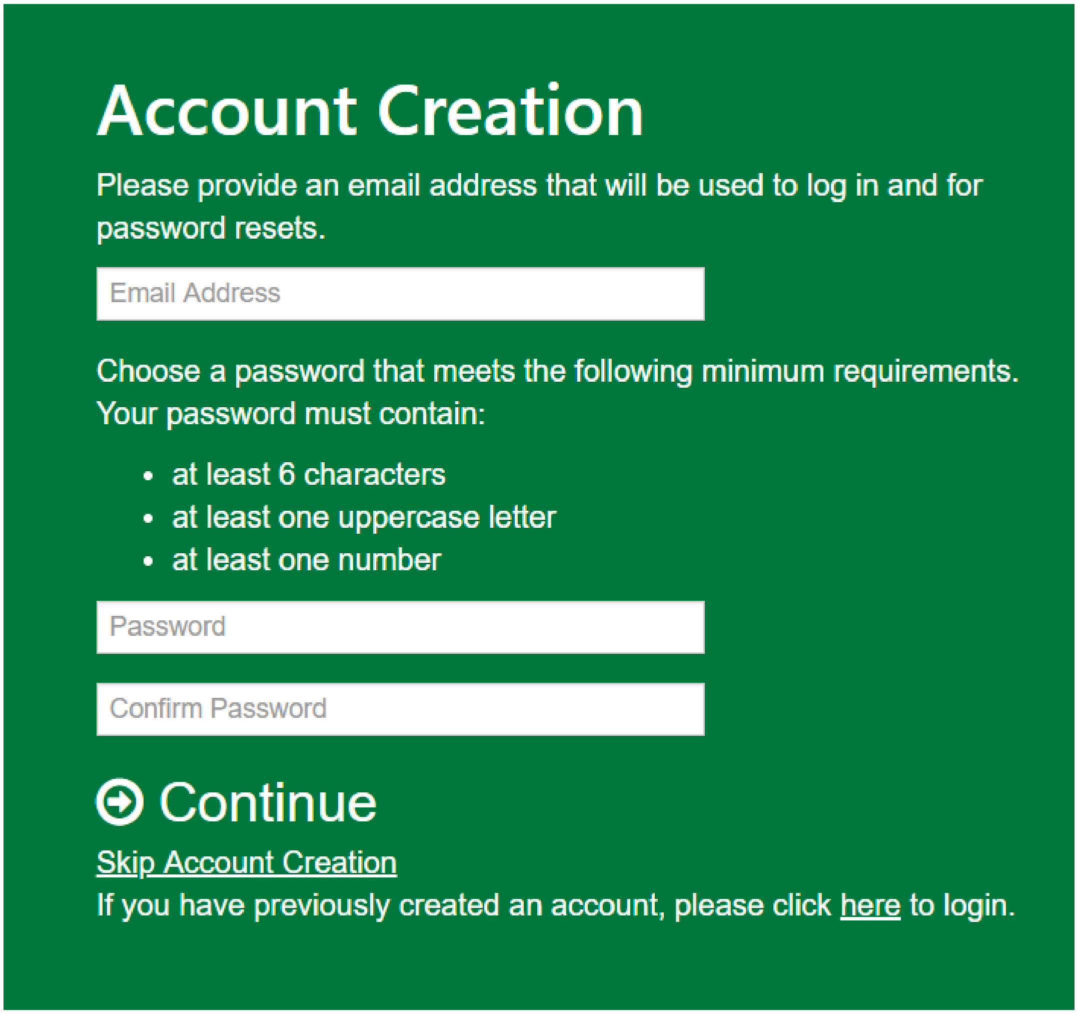
- The 2019 Idaho W-4 is now available for State W-4 module users.
- The I-9 form will now accept special characters (i.e. O'Brien, Smith-Jones).

Release Notes for 03/04/2019

Onboarding Module – Feature Enhancements

In the past, rejected onboarding requests would still be 'attached' to the email address as a component of the account creation. This usually meant that the rejected employee would not be able to initiate a new request with that same email address. The account creation process has been separated from the approval process, so this should no longer prevent employees from beginning new onboarding request workflows if their initial request was rejected.

Additionally, in the past employees who did not complete the workflow were not be able to easily pick the process back up, due to their session being logged out after the request was initiated. To resolve this issue, we have provided a link to the login in page that will circumvent the account creation page, and allowing users to resume to process where they left off. To view a screenshot of the link, see below:



Release Notes for 12/19/2018

State Withholding Certificates

Applicable to Administrators who have purchased the Onboarding Module.

The following State Withholding Certificates have been released. The forms will become available for use beginning January 1, 2019.

- Indiana (2019)
- Oregon (2019)
- Maine (2019)
- Iowa (2019)
- Kansas (2019)

Release Notes for 10/31/2018

Time Off

Applicable to Administrators who have purchased the Time Off or Enhanced HR package.

- When reviewing pending time off requests, additional details are now available. Per client feedback and requests, 'Pay Group', 'Department', and 'Supervisor' have been added to the 'Pending Time Off Requests' page on Greenshades Online. This should help employers ensure that all time off requests have been addressed prior to timesheets being approved and submitted for payroll.

Release Notes for 10/01/2018

Onboarding

Applicable to Administrators who have purchased the Onboarding package. Contact your sales representative for more information about Onboarding.

- When completing an Onboarding Template, there is a search icon/magnifying glass icon in searching Supervisor Name. Previously it had no action associated. Now when administrators click on the search icon, the view will focus on the input box. As a supervisor's name is typed, a corresponding list will appear.

- The ability for administrators to export the Approved/Denied Onboarding Requests grid to Excel is available.

Release Notes for 09/18/2018

Onboarding

Applicable to Administrators who have purchased the Onboarding package. Contact your sales representative for more information about Onboarding.

- Administrators can assign pay groups to Onboarding workflows and Onboarding employees as part of the normal module flow. This feature will only be available to clients with the timesheets module.

- When onboarding employees are approved, the module will automatically map additional values to their employee card based on the class mappings.

- For all onboarding workflows with the Profile module as a listed step, employees will now be seen all available sections of the profile module, not just the address.

Time Off

- Employees will now be able to see canceled time off requests.

Release Notes for 08/31/2018

Onboarding

Applicable to Administrators who have purchased the Onboarding package. Contact your sales representative for more information about Onboarding.

- The following withholding certificates are available:
  - Colorado – CO W-4
  - California – CA DE-4
  - New York Native Americans – IT-2104-IND
  - New York Military – IT-2104-MS
  - New York Locality – IT-2104.1
  - Mississippi – MS 89-350
  - Georgia – G-4

- The following military spouse withholding tax exemption certificates are available:
  - Indiana – IN WH-4MIL
  - Maryland – MD MW507M

- The following exempt state withholding certificates are available:
  - Kentucky – K4
  - North Carolina – NC-4 NRA

- Virginia Employee’s Credit for Income Taxes Paid to Another State Certificate – VA-4B is available.

Release Notes for 08/20/2018

Onboarding

Applicable to Administrators who have purchased the Onboarding package. Contact your sales representative for more information about Onboarding.

- The following withholding certificates are available:
  - Vermont
  - New Mexico
  - Oregon

- Utah
- Montana
- South Carolina
- West Virginia
- Wisconsin
- Arizona
- Iowa – W-4, W-4P, and the Spanish version of Form W-4
- Delaware

- District of Columbia Certificate of Non-Residence Form D-4A is available.

- Louisiana Exception from Withholding Louisiana Income Tax Form L-43 is available.

Release Notes for 08/06/2018

Onboarding

Applicable to Administrators who have purchased the Onboarding package. Contact your sales representative for more information about Onboarding.

- The following withholding certificates are available:
  - IT-2104 New York State
  - NC-4 North Carolina State
  - Rev-419 Pennsylvania State
  - NJ-W4 New Jersey State
  - PR 499 R-4.1 Puerto Rico

Release Notes for 07/31/2018

Onboarding

Applicable to Administrators who have purchased the Onboarding package. Contact your sales representative for more information about Onboarding.

- The following military state withholding certificates are available:
  - A-4 MS Alabama Military
  - NDW-M North Dakota Military
  - IT 4 MIL Ohio Military Exempt
  - OW-9-MSE Oklahoma Military

- The following reciprocity forms are available:
  - IT 4NR Ohio Statement of Residency

- NDW-R North Dakota State Reciprocity

Release Notes for 07/23/2018

Kiosk

- The SSN entry field for employees will be selected by default instead of having to click on it first.

Release Notes for 07/09/2018

Paid Time Off

- The PTO table on GreenEmployee is consistent with the PTO table on GreenshadesOnline.
    - The columns ‘Approved By’ and ‘Last Reviewed By’ have been added to GreenEmployee’s PTO table.

Release Notes for 03/13/2018

HR Documents

- The W-4 tax form for 2018 is now available for GreenEmployee users.

Release Notes for 12/12/2017

Passwords/Security

- At least 6 characters and at minimum one additional level of complexity required.
    - Employees whose passwords currently do not meet these complexities will be able to use their existing passwords. However, when they reset or change their password, this setting will become active unless otherwise configured by an admin.

Release Notes for 11/22/2017

Release Notes

- Any significant updates to this product are now available in the form of release notes.

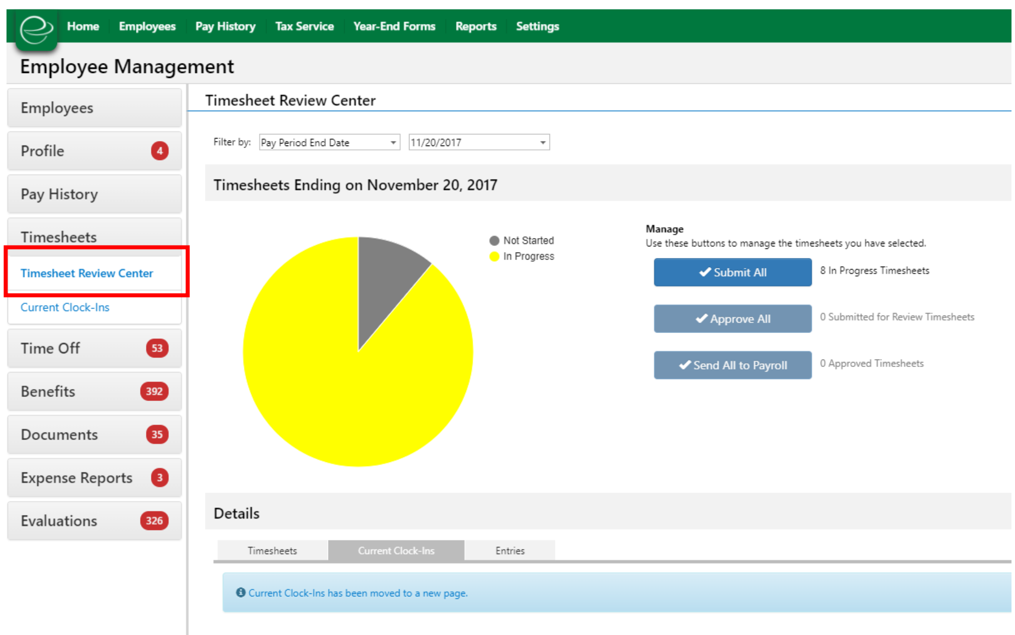
Release Notes for 11/16/2017

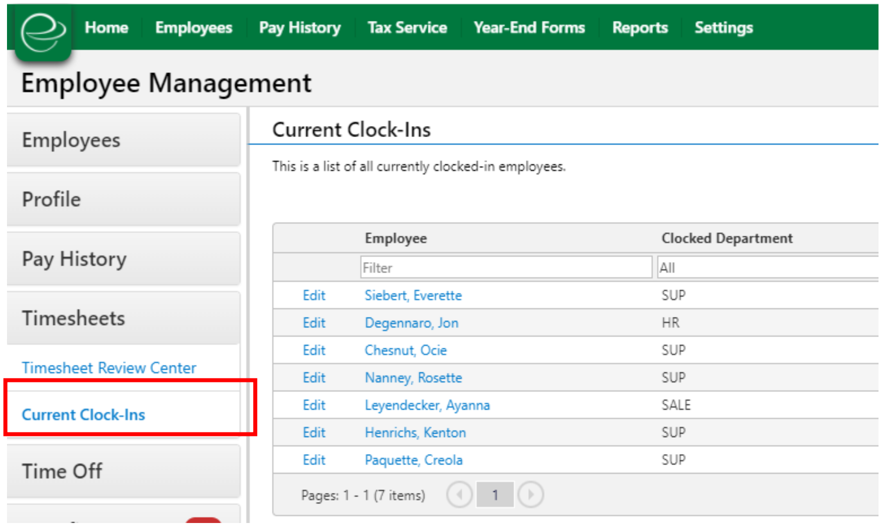
Reports

- Employee Report: In Reports → Employee List, added the county to the column options.

Timesheet Review Center

- Current Clocked-Ins: This has been moved to its own tab to improve access and functionality to the Timesheet Review Center (TRC).





Release Notes for 4/27/2017

Timesheet Review Center

- Timesheet Review Center: Increased performance in the Timesheet Review Center (TRC) when generating timesheet warnings. You may see a warning at the top of the TRC if timesheets are still being processed to check for warnings/errors.

Item #3 Released

- Description
  - Supporting/sub details/description.

Release Notes for 4/6/2017

Employee Notifications

- Employees of clients using pass-through authentication will no longer get links to GreenEmployee in their auto-generated emails.

Release Notes for 11/4/2016

Employee Notifications for Security-Related Changes

- Employees are notified via email and homepage notification when the following changes to their account are made:
  - Direct deposit information is add/removed/updated
  - Profile information is added/changed/removed
  - Employee account has been disconnected from their user ID and password
  - Dependent information is added/updated/removed
  - Contacts have been added/updated/removed

New Admin Notifications and Logged Actions

- Admins are notified and the action is logged in the Admin Action log when the following actions happen:
  - There is a new setting in GreenshadesOnline to toggle the email notifications.
  - The admin affected and super admins are notified when a change is made to the admin's access settings
  - Super Admins are notified when a new admin is added to the workspace
  - Super Admins are notified when an employee's permission level has changed
  - Super Admins are notified when a manager's settings have been changed
  - Reports: Update the 'Employees who have used GreenEmployee' to include fields from the new SSO including 'Account Created', User Name, Password Created At, and Last Signed In IP.

Employee Profile

- Below the username for each employee, we've added the date and time when the employee's password has last been changed.

GreenEmployee User's Access Attempts

- The employee can now see a grid of their access attempts. This is like the one that admins can see on the employee profile.

New Fields in Manual Account Approval Request Review

- There are additional fields in the modal that opens when admins review a manual approval request.

Miscellaneous

- Employees experience an improved flow when their account is no longer attached to an active employee or company.

Release Notes for 8/17/2016

New 2nd Factor Authentication Option

- Added 2nd Factor Authentication via text option for admins.

Release Notes for 07/26/2016

Timesheets

- Pay Group Assigner – Increased the functionality to include employees already assigned to a pay group. This allows administrators to reassign large groups of existing employees and will be helpful for the upcoming overtime changes.

Time Off

- This setting is only available to clients with the Time Off module and not the Timesheets module. Admins can choose how their PTO is group in the down sync to the accounting package.

Release Notes for 06/17/2016

Reports

- Created a report that shows administrators a summary view of timesheet entries (after overtime calculations) for a given period.
    - This report summarizes timesheets into one line per day per employee per paycode.

Timesheets

- Added a warning to timesheet entry for when the entry has been split into multiple entries.
    - Splitting continues to happen based on timesheet settings.

Various Fixes

- Corrected the way timesheet comments were displaying.
    - Removing unnecessary HTML tags.

    - Standardized menu items across GreenshadesOnline and GreenEmployee.
    - Updated popup modals to have multiple ways to close the window.

Release Notes for 05/26/2016

SSO/Password Security

- Expanded the admin security settings to restrict admins from reusing old passwords.
    - This is defaulted to the last 4 passwords and can be raised to include the last 8 passwords.
    - This will go into effect for future passwords and will not include any passwords used prior to this setting existing. This is an internal setting; please contact the Support Team to change these setting for your admins.
    - Admins can also force all administrators to periodically reset their passwords after a certain period. This is currently set at 90 days for all administrators, and can be overridden. This is an internal setting; please contact the Support Team to change these setting for your admins.

Time Off for Holidays

- C

Timesheets

- Admins can now restrict employees clock-ins to one of the three options:
    - Employee's home department
    - Any department assigned to the employee (assigned in accounting package)
    - Any department

Release Notes for 4/24/2015

New Password Restriction Options

- Admins can now restrict users from re-using old passwords when setting a new one. The number blocked is variable up to six.
    - This feature can only block passwords that are set after its release, since they were not tracked before.

- This is done in Settings → Access Settings → Employee Access → Security Policy. All password restrictions are found there.

Password Reset Options

- This feature introduces security questions as an option for password resets.
  - First-time users will set up two security questions or provide an email address specifically for resets. They must do at least one, but may do both.
  - These are set on initial login and can be changed (or set, for current users) in the user's Account Settings.
  - If a current user doesn't set up either of these and resets their password, the reset email will go to one of their emails in GreenEmployee.com.
  - Users can be locked out by answering the questions wrong too many times. The number of times is the same as the incorrect password attempts setting and configured by the admin.

Release Notes for 4/23/2014

Time Off Sent to accounting package

- Administrators now have a setting that dictates when Time Off will be sent to their accounting package.
  - It can be found by Time Off Request settings → General tab → under Approval Settings. Find the setting "Delay sending approved time off to accounting package until the first day of the time off:" By default, it is not selected.

- Administrators now have settings to hide/show for employees: YTD Used, YTD Accrued, Available Balance, and Upcoming Usage. This can be found by navigating to Time Off Requests settings, then General tab, and then under Setting – Balances to Display you can use the check boxes to show or hide specific columns on the Employee Portal.
- Time Off Codes available to employees can now be restricted using the Employee Applicability rules admins have seen in other areas of the site.
  - This is for clients who do not have Advanced Time Entry (Timesheets).
- Added a setting to prevent a negative balance in Current Balances for employees.

- Employees can now opt-in (via settings) to receive email notifications of co-workers taking time-off but only if the Administrator has allowed them to view the Co-workers Taking Time Off widget on their homepage.

- We've improved the Time Off cancelation process by adding notifications for managers/administrators.

- When viewing a time off request, "View Other Time Off Requests Close to This Request" is now expandable and collapsible so that it doesn't interfere with your workflow if you desire not to view this information.

Release Notes for 6/12/2013

Time-Off Review Page and Upcoming Usage Calculation

- Resolved an issue wherein a time-off code that had the same friendly name as another time-off code caused incorrect calculations.

Timesheets Not Handling Differential Calculations Properly

- Addressed an issue in the Timesheets module where the time entry differential calculation was not handling a setup of 12am to 12am properly.
- Added a new warning to the Time-Off Request page which will alert employees when they are attempting to make a PTO request that overlaps with a holiday.
- Removed the appearance of denied PTO requests in the Time-Off Request possible duplicate warning.
- Removed administrator and manager ability to create manual time entries using any time code. They are now limited to the time codes which are enabled for pay group of the employee whose time entry they are creating.

Release Notes for 12/18/2012

- Updated the time-off request to timesheet population to evenly distribute multiple day requests across all days when the default shift duration is set to 0. Otherwise, the time-off request is populated based on the default shift duration.

- Addressed an issue in the Manager Time-Off review grid which was causing the user to be unable to search for time-off requests which were pending the manager's review.

- Addressed an issue which was causing the Supervisor's name to not appear correctly in the Timesheet Review Center.

Release Notes for 11/8/2012

Time Entry Administration Limitation

- Addressed an issue that limited the ability for Advanced Time Entry administrators to filter the time entry viewer.

Disabling Unapproving Timesheets After Approval

- Advanced Time Entry administrators can now disable the ability for managers to unapprove a timesheet after it has been approved.
    - This setting can be changed in the pay group setup wizard and applies to timesheets completed by employees in that pay group.

Release Notes for 9/21/2012

Miscellaneous Performance Improvements

- Much faster performance on the overall totals and breakdown sections of the employee timesheet pages.

- Faster loading of the timesheet reporting pages.

- The employee time kiosk (remote application that allows clock-in/clock-out from a mobile kiosk) processes employee logins and clock-ins more quickly.

Release Notes for 8/30/2012

Timesheet Entry Viewer Fix

- Addressed an issue which was sometimes preventing the Timesheet Entry Viewer group by preference from staying the same between visits.

Release Notes for 8/8/2012

- Fixed an issue with the GreenshadesOnline timesheet entries table that was preventing it from saving the sorting and filtering preferences between visits.

- Updated the timesheet approval logic to ensure users are redirected back to the previous page after the timesheet is approved.

Release Notes for 7/3/2012

- Addressed an issue on the timesheet entry viewer which was occasionally causing the list to not find specific employees.
- Included the timesheet's date range in the screen that employees use to submit their timesheet for approval.
- Added the week number to the Microsoft Excel report that may be produced from the timesheet review center.
- Addressed an issue on the timesheets where the approval time was being provided in UTC instead of the local time zone. It is now provided in the local time zone.

Release Notes for 5/22/2012

- The Timesheets Details page layout has been modified to show the timesheet totals above the time entry details consistently. The totals were previously displayed differently based on the status of the timesheet.
- The Advanced Time Entry module now offers the ability for time entries to be converted to a different time code when recorded on a holiday. This is a new time code setting which will detect when entries are recorded on the same day as a holiday entry and will convert these to an admin-selected time code. Copying time entries will not invoke the time code conversion.
- The Advanced Time Entry module now offers the ability to round entries to the nearest 5 or 15 minute intervals as they are entered onto the timesheet. This feature is offered per time code. Entries of that time code will be rounded prior to being added to the timesheet. The original values will be preserved in the time entry edit history. Copying time entries will not invoke the time entry rounding.
- The Green Employee time off request wizard now prevents employees from generating a zero (0) hour time off request.

- The Advanced Time Entry timesheet pages now provide the time entries listed in the employee's currently selected time zone instead of the time zone selected at the time of entry.

- Performance improvements to several GreenshadesOnline Payroll Tax Service and Advanced Time Entry pages.

Release Notes for 4/25/2012

- A new option was added to the Time Off Module to directly associate pay code descriptions to GreenshadesOnline time off codes. This new option can be used in lieu of the current automatic mapping option to determine the current time off balances.

- New error checking logic has been added to the Copy Timesheet feature to prevent users from copying an identical timesheet into the current timesheet.

- A new entry management handler has been implemented to detect and handle the creation of overlapping time entries on a timesheet. When overlapping entries are about to be created, the new handler will prompt the user for the proper action: overlap entries, add new and remove current entry(ies), or add only when new entries do not overlap current ones.

- The ability to delete all entries from a timesheet has now been provided for timesheets which are 'In Progress'.

- An additional option has been added to the time code setup which allows for manual editing permissions of those time entries to be distinguished between supervisors and employees.

Release Notes for 3/27/2012

- Provided a new report for super administrators which details all edits to each timesheet entry. The history details are available under Reports and on each individual timesheet.

- A new bulk timesheet approval option has been added which will approve only the filtered list of timesheets on the timesheet approval tab.

- Added a payable hours column to the timesheets tables which can be used to distinguish between the total hours on a timesheet and the total hours associated with a pay code in Dynamics.

- The employee time entry widget now has a real-time clock on the employee home page.

- The timesheet importer now supports 5 and 15-minute rounding options.

- GreenshadesOnline now provides a designation of super administrator for each workspace. This designation provides these users greater access to sensitive security features and reports.

- Added a new reporting feature for super administrators that logs the administrator access to the workspace. This includes the administrator username, sign-in time, IP address, and number of pages loaded.

- Add a new reporting feature for super administrators which provides the log of workspace settings changes made by administrators.

- An employee auto-redirect option has been added to Greenemployee.com which will redirect employees to the login screen when their inactivity timeout has elapsed.
- A public computer security reminder option has been added for Greenemployee.com which can be configured by workspace administrators. This reminder will appear to each employee after successful login and is designed to remind them of the most secure way to access sensitive information on a public computer.

- The employee Remember Me feature is now optional and can be disabled by a workspace administrator.

- The administrator Remember Me feature is now optional and can be disabled by a workspace administrator.

Release Notes for 2/14/2012

- Fixed an issue in the Timesheets Importer which was causing an incorrect import when Import Visible Records was selected.

- Fixed an issue with the GreenshadesOnline timesheet importer that was not calculating overtime properly when rounding was enabled on semi-monthly pay periods.

- Updated GreenshadesOnline to correct an issue where time-off requests spanning multiple days were beginning the shifts at 12:00 AM and will now default to the default shift start time for each of the respective days.

- The GreenshadesOnline Time Entry viewer has been updated to include whether a time entry has been edited and who edited it.

Release Notes for 1/23/2012

- Immediately disabled many of the ‘Submit’ and ‘Save’ buttons after they are clicked on the timesheet entry and management pages across both GreenshadesOnline.com and GreenEmployee.com. This makes it much more difficult for administrators or employees to double-click the button and generate duplicate line items within a timesheet.

- Added the BETA overtime warning for timesheets created with bi-weekly pay schedules on GreenshadesOnline.com. The warning had previously only been shown for weekly pay schedules.

- The “copy timesheet” method was incorrectly copying sick, vacation, and holiday entries when copying a semi-monthly timesheet. This method was corrected to omit the sick, vacation and holiday entries when performing a copy (which is already how the copy method was working for all other types of timesheets).

Release Notes for 1/17/2012

- The GreenEmployee.com timesheets now allow employees to select a Stop Time on the day after the pay period end date to accommodate those employees who work overnight shifts.

Release Notes for 1/3/2012

- Fixed an issue which was causing the time entry start and stop time from recognizing the default shift duration set in the Pay Group Setup Wizard.

- In the timesheets module, the warnings table has been fixed to sort the Pay Period filter drop down by date (most recent first).

- Added a double-click prevention to various employee options on GreenEmployee.com, such as the time off request add button. This feature will disable the button after an employee clicks it until the page is refreshed.

- Changes to the look and feel of the administrator sign-on page. More closely matches the color scheme and design theme of the GreenshadesOnline.com website.

- Clarified text and added additional links to the 'forgot password' and 'security question' pages of the administrator sign-in process.

Release Notes for 12/20/2011

- Removed the ability for employees to incorrectly submit duplicate timesheets when double clicking the time submit button on GreenEmployee.com.

Release Notes for 11/8/2011

- Added the ability to copy multiple same-day entries from one timesheet to another timesheet for semi-monthly payers.

Release Notes for 9/27/2011

- Altered the "mass approve" function of employee timesheets to ignore timesheets that are waiting on a clocked-in employee to clock out of their shift (there's an open timesheet entry).

- Fixed a problem that was causing "YTD Accrual" to show up as 0 on the time-off request screen for certain employees.

- Added a column for "Employee Name" to the timesheet importer report that is shown after the user requests to calculate overtime or import entries.

Release Notes for 9/20/2011

- A "back" button was added to the page where administrators and supervisors viewed the history of employee time-off requests. This button returns to the available time-off balance and active request page.

- Updated the Time Clock Kiosk software to include the timezone of the currently logged-in employee.

Release Notes for 8/30/2011

- Fixed an issue that was causing comments to only be partially displayed (when the Comments box on a Timesheet is checked).

- Added a banner for the GreenEmployee mobile app, which will be displayed when an employee navigates to GreenEmployee.com from their iPhone or Android web browser. The new banner has a button to download the GreenEmployee app for the appropriate phone type being used.

- Added a "week 1" and "week 2" timesheet totals summary when using the pay frequency of bi-weekly.

- Added a link which is viewable only on approved timesheets (when viewed by an admin or manager). The link reads "Click here to undo timesheet approval" and when clicked, returns the timesheet to an 'In Progress' status, allowing further edits to be made.

Release Notes for 8/23/2011

- Fixed an issue which caused the grids within the Timesheet Review Center to be displayed incorrectly when using the Firefox browser.

- Fixed an issue that was causing time off requests with a fractional hour amount between 0.6 through 0.9 to be rounded down to 0.5.

- Changed the check box description on the administrator time off request page from “Show Subject” to “Show Comments”.

Release Notes for 8/16/2011

- Fixed an issue on the Timesheet Warnings tab that was causing the pay group warning settings to be hidden (when selecting a specific pay group).

- Fixed an issue with the Timesheet Review Center tabs that was causing the content on the tab page to be displayed improperly.

- Fixed the Back button located on timesheets so that, when viewing timesheets as an administrator, the Back button “remembers” the timesheet column settings (Status, Pay Period, etc).

Release Notes for 8/09/2011

- Added link “Click here to undo timesheet approval” for approved timesheets, viewable when timesheets are being reviewed by managers and admins.

- Increased the maximum allowable amount for time off requests from 99 to 999.

- Streamlined the loading of the Timesheet Review Center resulting in faster page views.

- Fixed an issue which was preventing the Add Columns button on the ‘Time Off Requests Waiting For Approval’ page from working correctly.

Release Notes for 8/02/2011

- Patch to Appearance/Functionality of Timesheets Module

  - Added the ability for an employee to *view* a previously submitted or approved timesheet which was created using a pay group to which the employee is no longer assigned.

  - Updated the layout of the employee timesheet for easier readability.

  - Updated timesheets warnings. Employee timesheets now display any/all warnings as established within the pay group they are created under.

  - Added a back button to the timesheet page.

  - Adjusted the colors of various items within web pages to conform to site standard.

  - Added extra spacing within the Co-workers taking time off widget on the GreenEmployee homepage.

  - Standardized the Approve and Deny button locations across all pages for consistency.

  - Standardized all grids with filters across GreenshadesOnline and GreenEmployee.

- Added the ability to select all pay groups from the pay group drop-down menu located within the Timesheet Review Center, under the Warnings tab.

- Fixed an issue where, some employees were receiving the message "Time requested exceeds currently available balance" when the request did not exceed the available balance.

- Fixed an issue within the Entry Viewer where, when sorting by date worked, the returned result was sorted numerically, not chronologically.

Release Notes for 7/26/2011

Fixed an issue where, if an employee clicked the clock in button repeatedly, it would result in an error being displayed.

Release Notes for 7/19/2011

- Patch to Timesheet and Clock-In Functionality
  - Added the ability to include comments when adding IP addresses to the Whitelist and Blacklist, located at GreenshadesOnline >Settings > Advanced Time Entry > IP Filters tab.
  - Cleaned up the Pay Group Wizard, standardizing font sizes, default values, item labels and alignment.
  - Added the ability to define a default shift start time within a Pay Group, located on step 4 of the Pay Group Wizard: Associate Time Codes.
  - Added checkboxes next to time codes with the ‘Other time codes allowed for this group’ box, allowing you to select and deselect codes with a single click, located on step 4 of the Pay Group Wizard: Associate Time Codes.
  - Added the ability to define a default lunch duration within a Pay Group, located on step 4 of the Pay Group Wizard: Associate Time Codes.
  - Added a 5th step to the Pay Group Wizard named Warning Setup, which enables setup and tracking of undesirable timesheet conditions.
  - Added Time Off balance accrual tracking for *all* employees for administrators, located at GreenshadesOnline > Employees > Time Off, allowing administrators to track leave balance accrual for all employees in addition to the time-off requests. Previously, this was available to GreenEmployee managers only (for tracking balances of their assigned employees).
  - Added a new warning message, displayed to employees at the time of time-off request which alerts the employee when their request is greater than their available balance.
  - Updated the appearance of the manual time entry pop-up and time-off request pop-up windows to conform to site standards.
  - Cleaned up the time-off balance chart to conform to site standards.
  - Added a blue title bar and title, Timesheet Review Center, to the timesheet review page, located at GreenshadesOnline > Employees > Timesheet, clicking

either (View).

- Updated the In/Out Board within the Timesheet Review Center, cleaning up the layout and design of the edit screen, and adding the ability to edit an employee's clock in time.

- Minor adjustments to the appearance of the Entry Viewer page in the Timesheet Review Center to conform to site standards.

- Added a new tab to the Timesheet Review Center, named 'Warnings', which displays timesheets that contain warnings as defined from the Warning Setup screen in the Pay Group Wizard.
- Added a new column to the column chooser for the general Timesheets tab in the Timesheet Review Center for 'Supervisor'.

- Made several layout and appearance adjustments to the Timesheets page to conform to site standards.

- Added the ability to perform bulk timesheet submissions (which will submit all timesheets with a status of 'In Progress') and bulk timesheet approvals (submits all timesheets with a status of 'Submitted for Review').

- Cleaned up the Time Code Setup screen, located at GreenshadesOnline > Settings > Advanced Time Entry > Time Codes tab > Edit to conform to site standards.

- Added 'Differential Schedule' section to Time Code Setup screen, which enables the ability to set-up and define Time Code differentials based on pay code, start and stop time, day of week, and priority.

- Streamlined the import steps when importing batches into GP.

- When logging in to the Timesheet Importer, after connecting to your GP server, the Company selection drop down menu will default to the previously selected company.

- After logging in to the Timesheet Importer, clicking Timesheets, and selecting the desired Pay Group, the Pay Periods displayed are now sorted from newest (top) to oldest (bottom), and selectable with a single click.

- Added the ability for the Timesheet Importer to allow the import of timesheets from one GP company to another.

Release Notes for 7/19/2011

- Fixed an issue where the dates listed on an employee's Time Off Balance History chart were overlapping, making it very difficult to read the dates. Added more space for the date labels in the Historical Time-off Graph to prevent dates from overlapping.