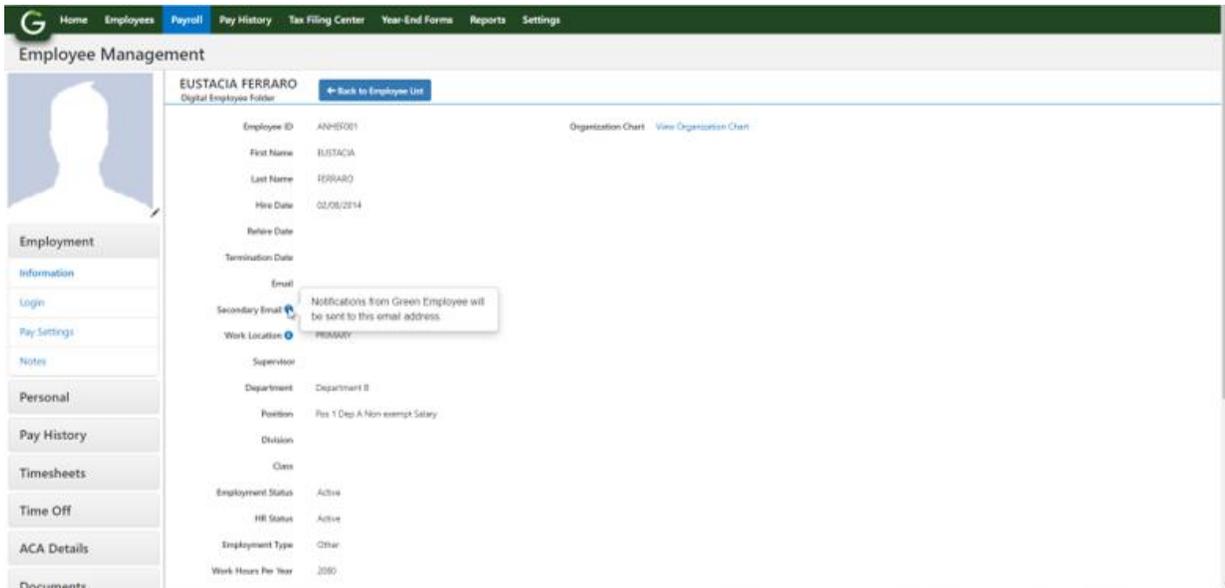


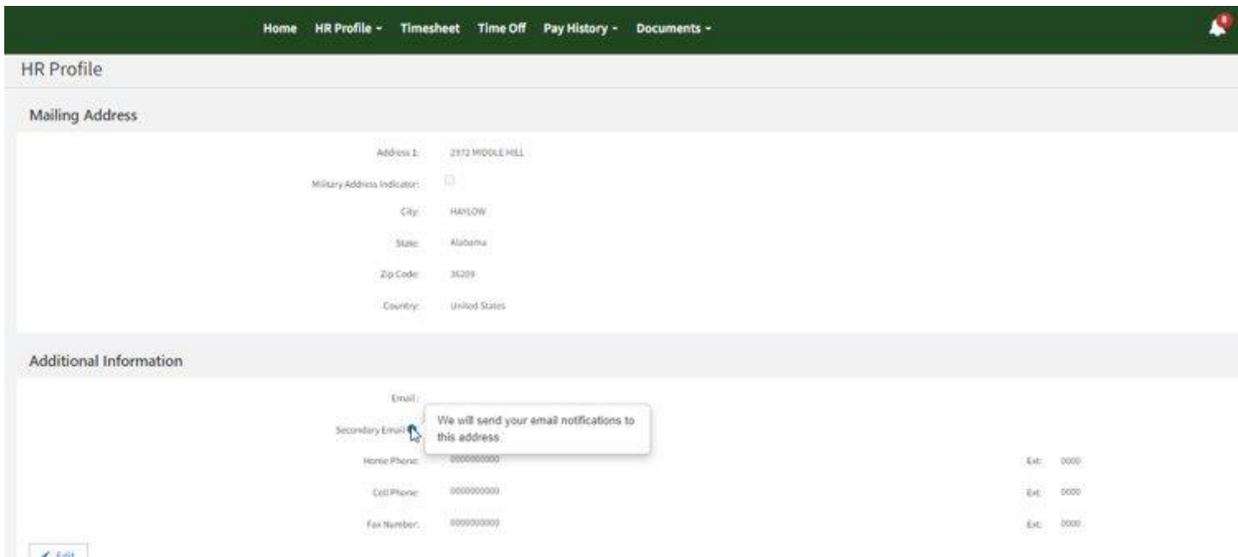
# GreenEmployee Release Notes

Anticipated Release: 10-05-22



The screenshot shows the 'Employee Management' interface for EUSTACIA FERRARO. The top navigation bar includes Home, Employees, Payroll, Pay History, Tax Filing Center, Year-End Forms, Reports, and Settings. The left sidebar contains a navigation menu with categories: Employment (Information, Login, Pay Settings, Notes), Personal, Pay History, Timesheets, Time Off, ACA Details, and Documents. The main content area displays employee details for EUSTACIA FERRARO (Employee ID: ANHS001). A tooltip over the 'Secondary Email' field states: 'Notifications from Green Employee will be sent to this email address.' The details include: Employee ID: ANHS001, First Name: EUSTACIA, Last Name: FERRARO, Hire Date: 02/08/2014, Department: Department B, Position: Pos 1 Dep A Non exempt Salary, Employment Status: Active, and Work Hours Per Year: 2080.

Field	Value
Employee ID	ANHS001
First Name	EUSTACIA
Last Name	FERRARO
Hire Date	02/08/2014
Before Date	
Termination Date	
Email	
Secondary Email	Notifications from Green Employee will be sent to this email address.
Work Location	PRIMARY
Supervisor	
Department	Department B
Position	Pos 1 Dep A Non exempt Salary
Division	
Class	
Employment Status	Active
HR Status	Active
Employment Type	Other
Work Hours Per Year	2080



The screenshot shows the 'HR Profile' page for EUSTACIA FERRARO. The top navigation bar includes Home, HR Profile, Timesheet, Time Off, Pay History, and Documents. The 'Mailing Address' section displays: Address 1: 2972 MIDDLE HILL, City: HANLOW, State: Alabama, Zip Code: 36033, and Country: United States. The 'Additional Information' section includes: Email, Secondary Email (with a tooltip: 'We will send your email notifications to this address.'), Home Phone: 0000000000, Cell Phone: 0000000000, and Fax Number: 0000000000. Each phone number field has an 'Ext.' field with the value 0000. An 'Edit' button is located at the bottom left.

Field	Value
Address 1	2972 MIDDLE HILL
Military Address Indicator	<input type="checkbox"/>
City	HANLOW
State	Alabama
Zip Code	36033
Country	United States
Email	
Secondary Email	We will send your email notifications to this address.
Home Phone	0000000000
Ext.	0000
Cell Phone	0000000000
Ext.	0000
Fax Number	0000000000
Ext.	0000

## 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

The screenshot displays the 'New Hires' section of the GreenShades Employee Management system. It features a navigation menu on the left with options like Profile, Timesheets, Time Off, Benefits, Documents, Expense Reports, Evaluations, New Hires, and Certifications. The main area shows a table of new hires with columns for Name, Request Date, Status, Employee ID, Department, Location, SSN, and Workflow Name. The status column includes new statuses like 'Completed' and 'Rejected', each with a specific action button (e.g., 'Review to approve', 'View rejection').

Name	Request Date	Status	Employee ID	Department	Location	SSN	Workflow Name	Action
Catherine Bell	09/07/2022 02:02 PM	Approved				****6785	I-9 Testing	View information
Fred Andrews	09/07/2022 10:48 AM	Approved				****6785	I-9 Testing	View information
Matthew Mills	07/25/2022 10:57 AM	In progress			New York Work Location	****6785	v4	Check progress
Don Draper	07/12/2022 01:02 PM	Completed	C0Y1DRVZEP00		Missouri Work Location	****4987	v4	Review to approve
Betty Draper	07/12/2022 01:02 PM	Completed	81D1PRAKJZ20M		Missouri Work Location	****4987	v4	Review to approve
Betty Smythe	07/07/2022 05:29 PM	Completed	G2W7ZFRM65FDK		North Dakota Work Location	****4321	v4	Review to approve
Fred Andrews	07/07/2022 05:29 PM	Completed	K5LRCSAU1BR8F		North Dakota Work Location	****6789	v4	Review to approve
Katie McGiviss	06/30/2022 01:33 PM	Completed	44/S285H-MNV9FZ7			****9678	Katie's Test	Review to approve
Kathleen McGiviss	06/30/2022 10:48 AM	Completed	GUNX0181LMD1S			****9009	I-9 Testing	Review to approve
Missouri Rendleton	06/17/2022 01:25 PM	Completed	MVSDV6AZEFHEKZN		New York Work Location	****6789	v4	Review to approve
Fred Andrews	06/17/2022 01:25 PM	In progress			New York Work Location	****6789	v4	Check progress
Forsythe Rendleton	06/07/2022 09:11 PM	Completed	RV5Y25AUB1M8QJ			****4987	I-9 Testing	Review to approve
Michael Rogers	06/07/2022 02:12 PM	In progress				****4987	I-9 Testing	Check progress
Veronica Lodge	06/02/2022 02:08 PM	Completed	V0R21WQ5M8F0RW8E			****6789	I-9 Testing	Review to approve
Anthe Andrews	06/02/2022 01:50 PM	In progress				****4987	I-9 Testing	Check progress
Ronnie Lodge	06/02/2022 01:48 PM	In progress				****4987	I-9 Testing	Check progress
Francie Rendleton	06/02/2022 01:34 PM	In progress				****4987	I-9 Testing	Check progress
Frank Rendleton	06/02/2022 01:21 PM	In progress				****7891	I-9 Testing	Check progress
Forsythe Rendleton	05/27/2022 11:03 AM	In progress				****7891	I-9 Testing	Check progress
Betty Smith	05/26/2022 02:51 PM	Completed	H5695M4R1VV18D			****6785	I-9 Testing	Review to approve

### 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”

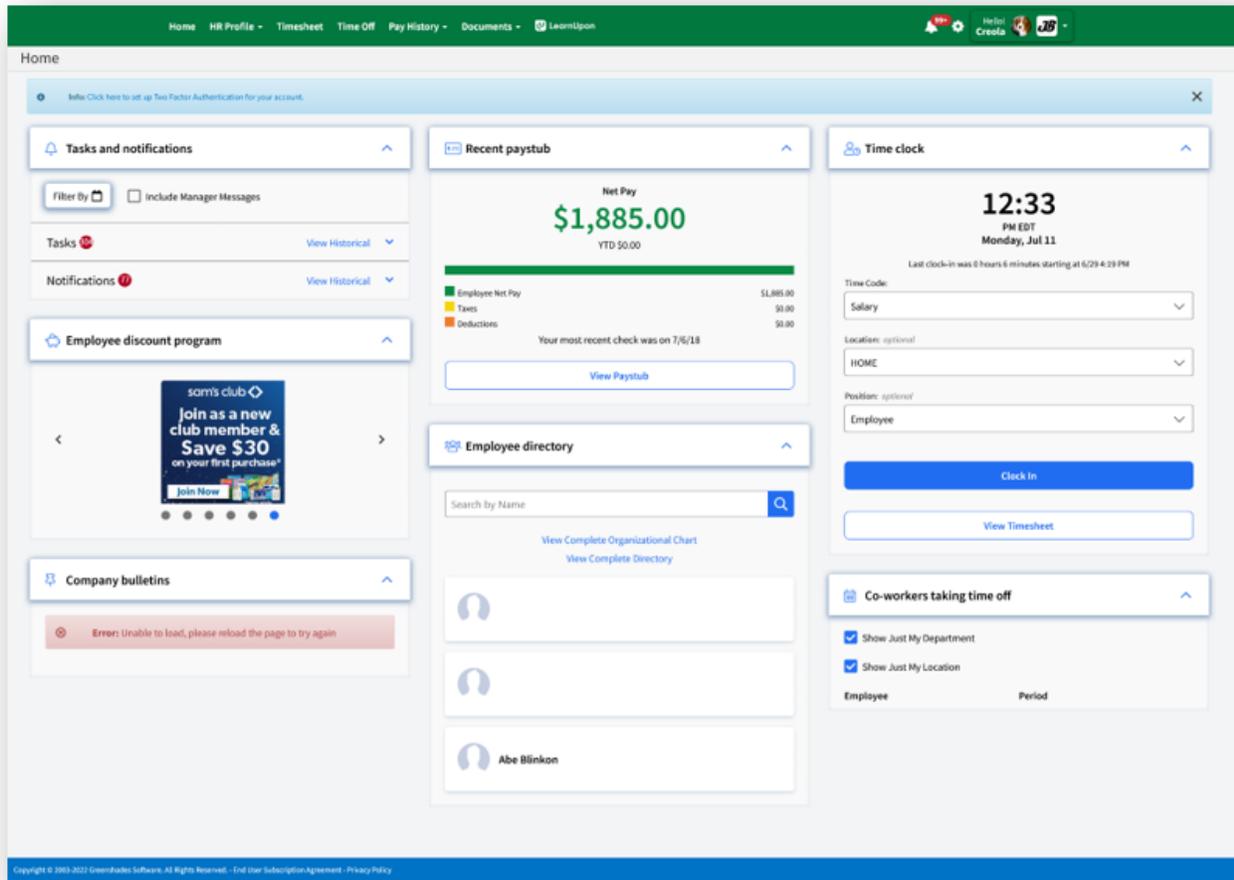
**Onboarding in Progress** is now displaying as **In progress** with the hyperlink button labeled “Check progress”

### 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 screenshot displays the 'Paystub: Apr 4, 2021' page. At the top, there is a navigation bar with links for Home, HR Profile, Timesheet, Time Off, Pay History, Benefits, Documents, and Learn/Up. The user's name, 'ARTHUR', is visible in the top right. On the left, a menu allows selection of paystubs from a list of dates and amounts, with 'Apr 4, 2021' selected. The main content area features two summary boxes: 'Earnings' (\$1,000.00) and 'Net Wages' (\$1,500.00). Below these is a 'Breakdown' section with a 'Download PDF' button. The breakdown includes expandable categories: Earnings (\$1,000.00), Taxes (-\$5.00), Deductions (\$5.00), Net wages (\$1,500.00), and Employer paid benefits (\$0.00). A table for Earnings shows 'HOURLY' with a current amount of \$1,000.00 and a YTD of \$8,000.00. The footer contains copyright information for GreenShades Software.

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

**My Travel Entries**

HR Documents 3 | My HR Documents

Below is a list of all administrator approved travel time entries that are eligible for reimbursement on an expense report. Any entries that have not been submitted on an expense report can be added an existing draft report or create a new report.

[New Expense Report](#) | [Add to Draft Report](#)

Comments

Date	Source	Odometer Start	Odometer End	Total Mileage	Timesheet Approved Date	Reimbursement Status
11/11/2020	HR & Payroll Entry	200	300	100	11/11/2020	Approved on Travel Test 1
Comments: Added by QA Onboarding User						
<input type="checkbox"/> 11/18/2020	Manual Entry	500	450	-50	11/18/2020	Not Submitted for Reimbursement
Comments: Comment this be						
<input type="checkbox"/> 11/18/2020	Manual Entry	500	600	100	11/18/2020	Not Submitted for Reimbursement
Comments:						

## 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.

**My Travel Entries**

HR Documents 3 | My HR Documents

Below is a list of all administrator approved travel time entries that are eligible for reimbursement on an expense report. Any entries that have not been submitted on an expense report can be added an existing draft report or create a new report.

[New Expense Report](#) | [Add to Draft Report](#)

Comments

Date	Source	Odometer Start	Odometer End	Total Mileage	Timesheet Approved Date	Reimbursement Status
11/11/2020	HR & Payroll Entry	200	300	100	11/11/2020	Approved on Travel Test 1
Comments: Added by QA Onboarding User						
<input checked="" type="checkbox"/> 11/18/2020	Manual Entry	500	450	-50	11/18/2020	Not Submitted for Reimbursement
Comments: Comment this be						
<input checked="" type="checkbox"/> 11/18/2020	Manual Entry	500	600	100	11/18/2020	Not Submitted for Reimbursement
Comments:						

**My Travel Entries**

**HR Documents** 3 **My HR Documents**

Below is a list of all administrator approved travel time entries that are eligible for reimbursement on an expense report. Any entries that have not been submitted on an expense report can be added to an existing draft report or create a new report.

[New Expense Report](#) [Add to Draft Report](#)

Comments

Date	Source	Report Name	Description	Reimbursement Status		
11/11/2020	HR & Payrol	Jeff Test		Approved on Travel Test 1		
11/18/2020	Manual Entr	Sprint 13 Test	Sprint 13 Test	Not Submitted for Reimbursement		
11/18/2020	Manual Entry	500	600	100	11/18/2020	Not Submitted for Reimbursement

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.

**Expenses**

**Category/Subcategory:** 93976 Test - Car Mileage **Receipt:**  
[+ Add Receipt](#)

**Date:** 11/19/2020

**Vendor:**

**Description:**

**Check this box if this expense is for reporting only and is not reimbursable.**

**Odometer Start:** 500 **Total Miles Calculated:** 100

**Odometer End:** 600 **Reimbursement Rate:** \$0.800/mile

**Department:**  **Total Reimbursement:** \$80.00

[X Delete](#) **Reimbursement Amount:**

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.

### Individual Expenses for this Report

Add expenses and receipts below.

[+ Add New Expense](#) [+ Add Mileage](#) ▼

[+ Add Mileage Manually](#)

[+ Add Mileage from Timesheets](#)

Expenses		Receipt:	
Category/Subcategory	Date: 11/19/2020	Total Miles Calculated:	100
Vendor: <input type="text" value="Vendor Name"/>	<input type="text"/>	Reimbursement Rate:	\$0.800/mile
			\$80.00

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

Employee Pay Statements

ELDRED WORKS  
Digital Employee Folder

← Back to Employee List

TOO FAB  
FOR YOUR NEGATIVITY

Employment

Personal

Pay History

Employee Pay Statements

Timesheets

ACA Details

Keyword Filter

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

The screenshot shows the GreenEmployee.com interface for the W-4 section. At the top, there is a navigation bar with the following items: Employee Home, HR Profile, Time Off, Pay History, Documents, and Employee Management. Below the navigation bar, there is a header area with the text "W-4".

An information message is displayed: "Info: Please note, as of January 1, 2020, if you completed your Federal Withholding Certificate outside of Green Employee, your most updated form may not be reflected below. If this is the case, please contact your HR Administrator to obtain your most up to date withholding information".

A warning message is also present: "Warning! The IRS requires your employees to complete their W-4 on their own. Since you are an administrator who has remoted into an employee's GreenEmployee.com workspace, we have disabled the ability to create a W-4."

Below the messages, there is a list of W-4 forms:

- Federal**
  - 07/02/2018 - W-4 - Approved
  - 03/21/2018 - W-4 - Approved
  - 03/16/2018 - W-4 - Imported
- Alabama**
  - 06/13/2018 - A4 - Approved

At the bottom of the screenshot, there is a header for the W-4 form: "From **W-4** | **Employee's Withholding Allowance Certificate** | OMB No. 1545-0074".

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.

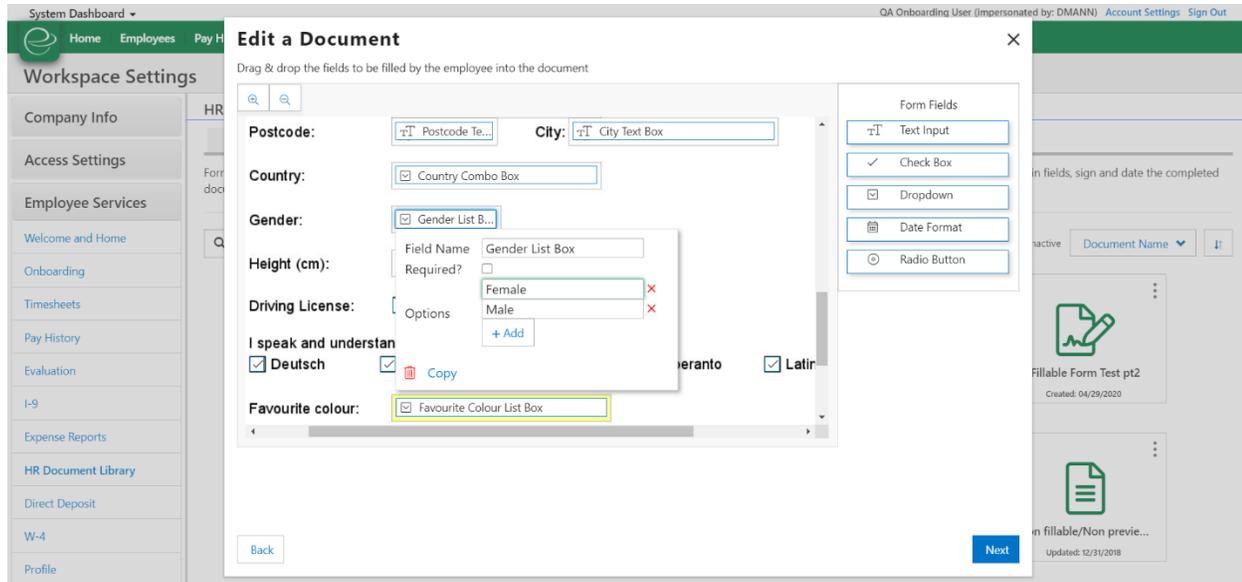
## Anticipated Release: 08-18-20

# GREENSHADES ONLINE EMPLOYEE SERVICES

### Navigation:

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

### Enhanced Feature

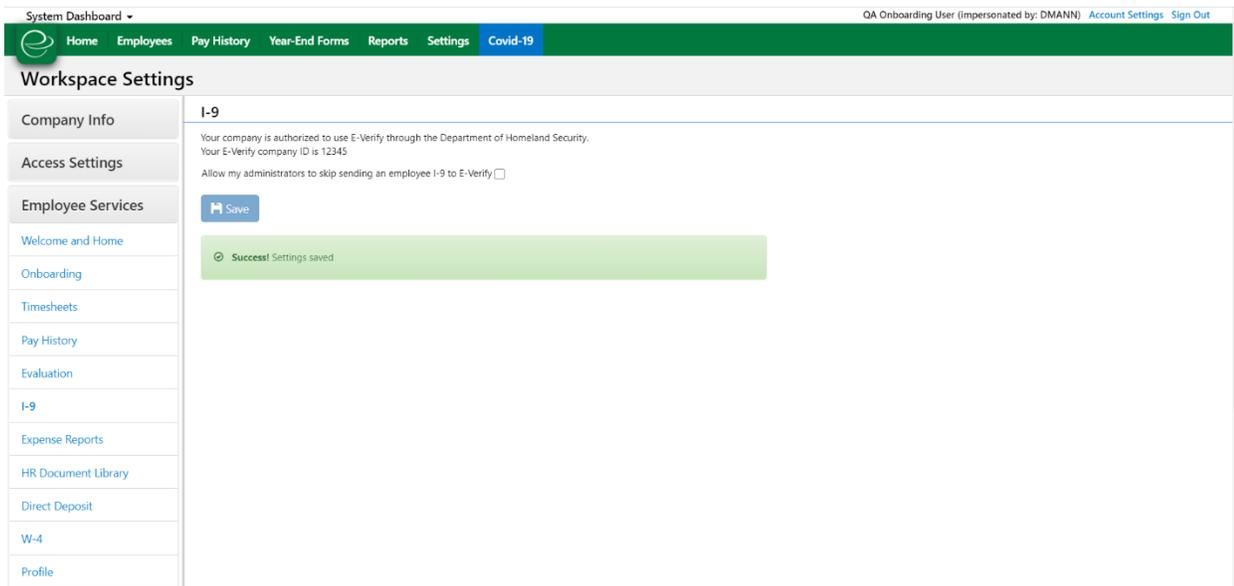


Users are now able to copy and paste fillable fields that they have created in their fillable documents. Once a fillable field has been created, the user will see a “Copy” hyperlink at the bottom of that field when its selected. If the user selects that button, the field will be copied and pasted onto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

HR Document Library

References

Policies

Forms

References are documents that employees can read and refer to. Examples of this type of document include a list of phone extensions or office locations.

Filter Table...

Hide Inactive

[+ Add Reference](#)

Document Name ▾



#### 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.

## GreenEmployee Release Notes

Phone 1	<input type="text" value="View and Edit (value optional)"/>
Phone 1 Display Name	<input type="text" value="Cell Phone"/>
Phone 2	<input type="text" value="View and Edit (value optional)"/>
Phone 2 Display Name	<input type="text" value="Home Phone"/>
Phone 3	<input type="text" value="View and Edit (value optional)"/>
Phone 3 Display Name	<input type="text" value="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.

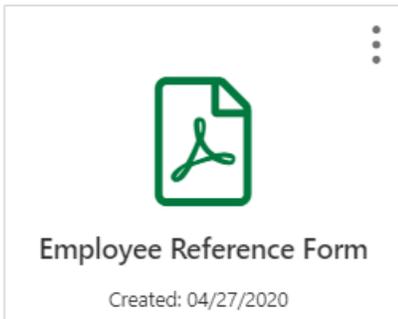
## GREENSHADES ONLINE EMPLOYEE SERVICES

### Navigation:

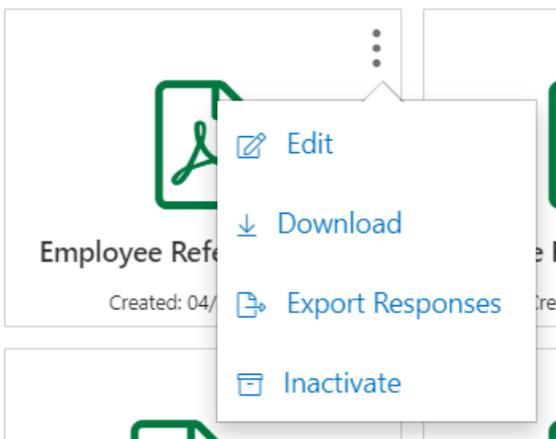
Greenshadesonline.com > Settings > Employee Services > HR Document Library

### 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.

### Batch Downloads

[+ New Document](#)

Listed below are your previously requested batches of documents. Click on "Download" to view any of these batches

[+ New Batch](#)

	Batch Name	Quantity	Status
<a href="#">Download</a>   <a href="#">Remove</a>	I9s - Zip	6	Processed
<a href="#">Download</a>   <a href="#">Remove</a>	I9s - One PDF	6	Processed

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.

### New Batch

Select a name for the new batch and then apply the filters to select the documents

Select a name for the batch:

How would you like your batch downloaded?

- One PDF document containing all selected items
- Individual PDF document per selected item

### 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.

#### Evaluation Applicability

Available to all employees (active and inactive)

Available to employees when their

	<b>And/Or</b>	<b>Field</b>	<b>Operator</b>	<b>Value</b>
 	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	

Include goals from previous evaluation on next evaluation.

## Anticipated Release: 04-20-20

### Timesheet Settings

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

**Timesheets**

Pay Groups   Time Codes   IP Filters   Holiday Schedules

#### Pay Group Management

Pay Groups are a grouping of employees with similar settings and other characteristics related to timesheets and time entry.

Filter Table... [+ Create Pay Group](#)

Pay Group Name	Pay Frequency	Default Time Code
Boston Staff	Bi-Weekly	Hourly
New York Staff	Bi-Weekly	Hourly
Miami Staff	Weekly	Hourly
Denver Staff	Semi-Monthly	Hourly
Memphis Staff	Weekly	Hourly

#### Time Code Management

Edit, add, or remove time codes using the tools below.

Filter Table... [+ Create Time Code](#) [Show Columns](#)

Title	Code Type	Pay Code	Overtime Code	Time Clock
Holiday	Holiday	HOLI		false
Hourly	Hourly	HOUR	OT	true
Lunch	Other	HOUR		false

#### IP Filters

These settings allow you to restrict your employees' use of the Time Clock widget to only certain IP addresses, or to block certain IP addresses. The most common use of this is to add your company Wi-Fi to the Whitelist, which prevents employees from clocking in unless they are connected to that Wi-Fi network. Please note that this only applies to the Time Clock function on the GreenEmployee.com homepage; it does not restrict employees from creating manual timesheet entries.

Whitelist (Your Current IP:192.169.10.239)

Filter Table... [+ Add IP Filter](#)

IP	Added By	Notes
1.1.1.*		test

#### Holiday Schedules

Select a Holiday Schedule from the dropdown to view associated holidays

Schedule: Standard [+ Create New Schedule](#)

Filter Table... [+ Add Holiday](#)

Name	Start Date - End Date	Date Created
New Year's Day	1/1/2020 - 1/1/2020	9/12/2018
Martin Luther King Jr Day	1/20/2020 - 1/20/2020	9/12/2018
President's Day	2/17/2020 - 2/17/2020	9/12/2018

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.

The screenshot shows the 'Create Pay Group' modal with the 'Pay Group Details' section active. The modal title is 'Create Pay Group' and the sub-section title is 'Pay Group Details'. A sidebar on the left lists navigation options: 'Pay Group Details' (selected), 'Pay Periods and Work Periods', 'Time Codes', 'Time Entry Settings', and 'Timesheet Settings'. The main content area contains the following fields:

- Pay Group Name: Atlanta Staff
- Pay Schedule: Weekly
- Holiday Schedule: System
- Time Off Policy: Default Policy

Buttons for 'Cancel' and 'Next' are visible at the bottom. A small text at the top of the modal reads: 'In order to create this new pay group, please provide us with some basic information.'

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

The screenshot shows the 'Create Pay Group' modal with the 'Pay Periods and Work Periods' section active. The sidebar on the left lists navigation options: 'Pay Group Details', 'Pay Periods and Work Periods' (selected), 'Time Codes', 'Time Entry Settings', and 'Timesheet Settings'. The main content area contains the following fields:

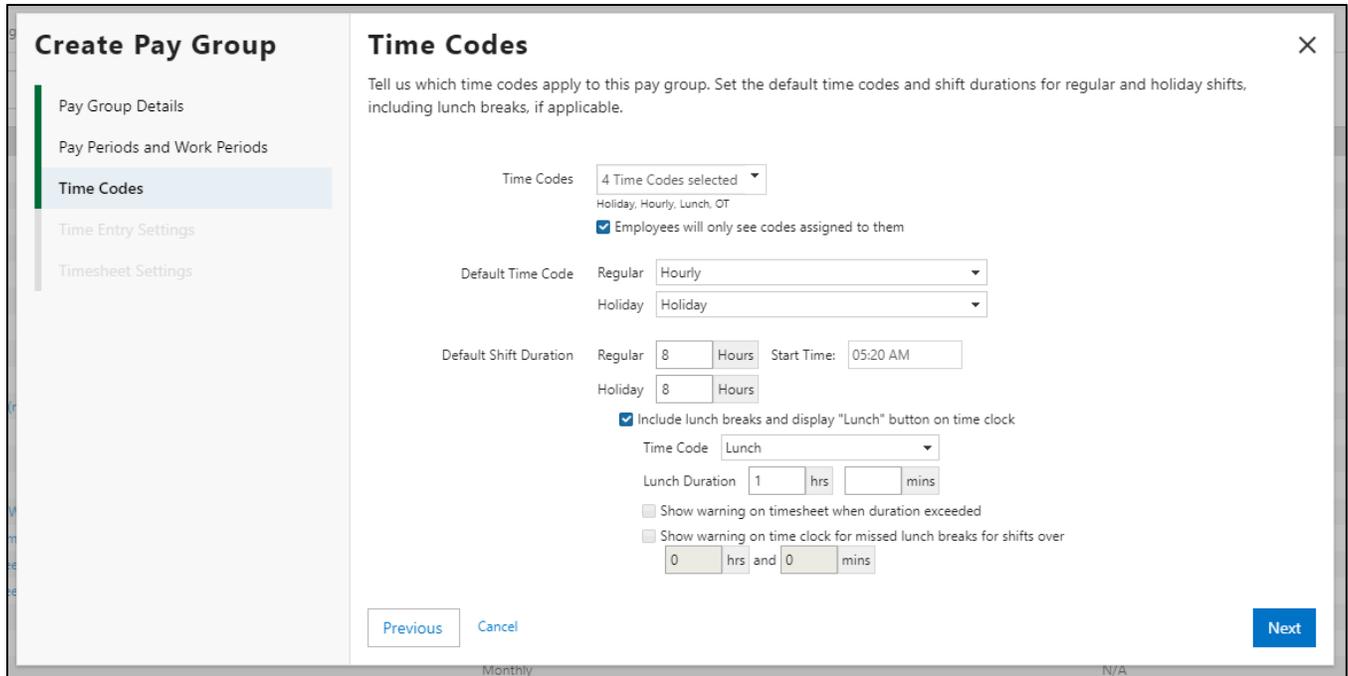
- Pay Schedule: Weekly
- Pay Frequency: Weekly
- Next Pay Period Start: Date 04/10/2020, Time 12:00 AM
- Work Period Start: Day Monday, Time 05:20 AM
- OT/DT Threshold:  FLSA Normal Work Period,  FLSA Special Circumstances,  FLSA Normal Work Period w/ Custom Threshold,  Email Users When Threshold Exceeded?

A 'Pay Period Calculation Checker' table is shown on the right:

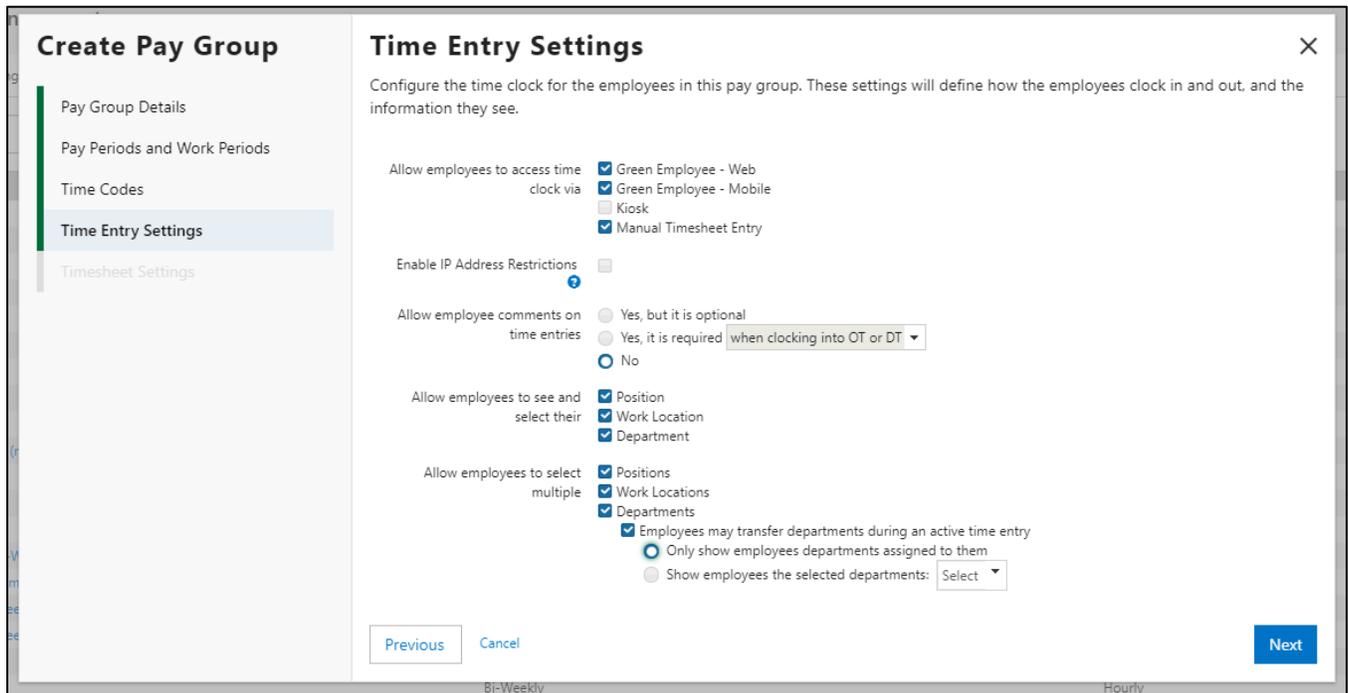
Pay Period Calculation Checker	
Do these pay periods look correct?	
04/10/2020 12:00 AM to 04/16/2020 11:59 PM	
04/17/2020 12:00 AM to 04/23/2020 11:59 PM	
04/24/2020 12:00 AM to 04/30/2020 11:59 PM	
05/01/2020 12:00 AM to 05/07/2020 11:59 PM	
05/08/2020 12:00 AM to 05/14/2020 11:59 PM	
05/15/2020 12:00 AM to 05/21/2020 11:59 PM	
05/22/2020 12:00 AM to 05/28/2020 11:59 PM	

Buttons for 'Previous', 'Cancel', and 'Next' are visible at the bottom. A note at the top of the section reads: 'Tell us how your pay periods and work periods are currently set up for this pay group. Note: These settings cannot be changed once the pay group has been created.'

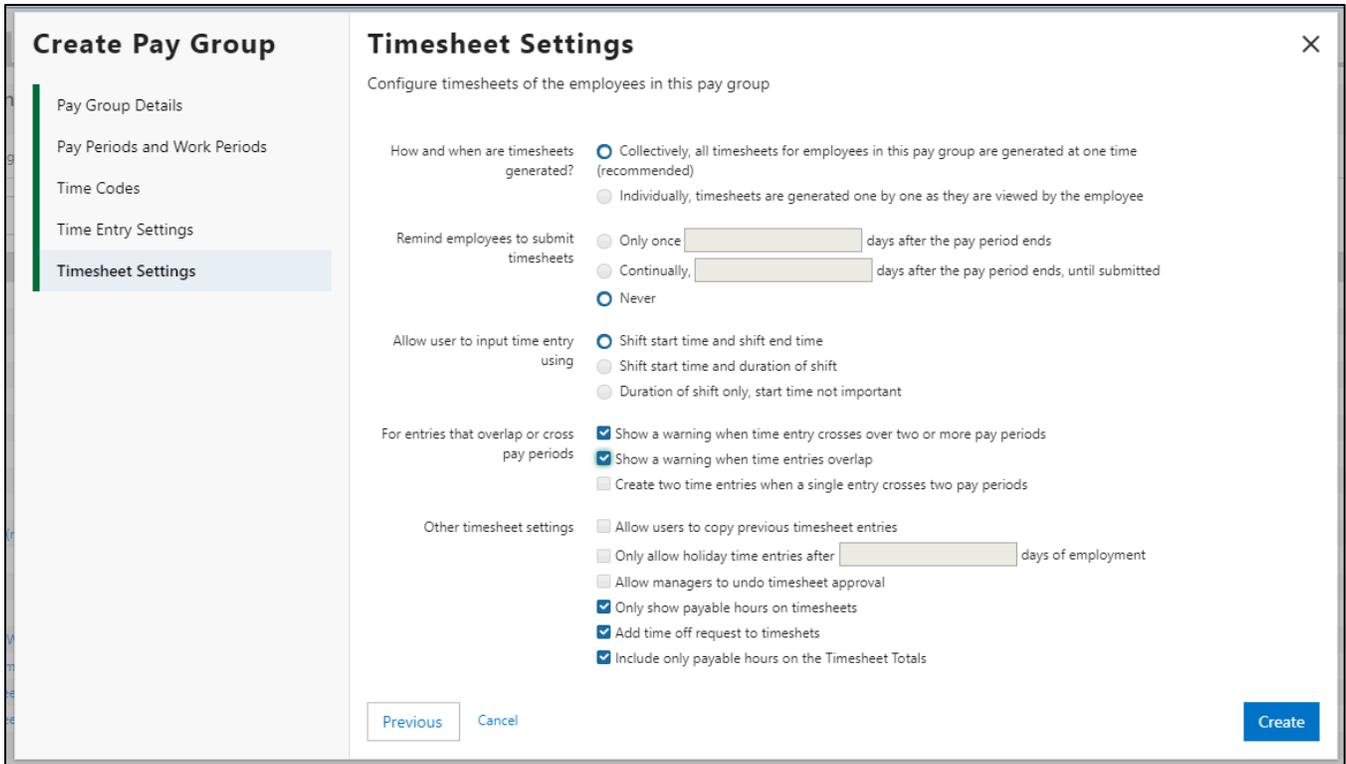
For clients using a different accounting package, simply enter the relevant information.



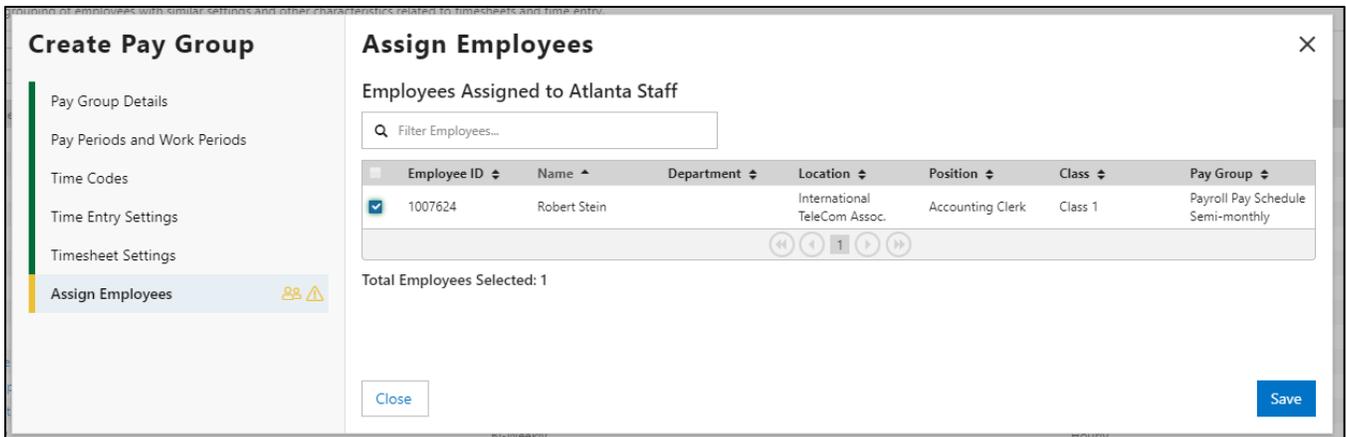
Administrators will be able to determine all Time Code related settings on this screen. Additional lunch options are available if "Include lunch breaks and display 'Lunch' button on time clock" is enabled.



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.

Timesheet Review Center

Error: There is 1 error that must be fixed. [Click here to see the error](#)

Warning! There is 1 warning that should be reviewed. [Click here to see the warning](#)

Filter by: Pay Period End Date 04/23/2020

Timesheets Ending on 04/23/2020

Status	Count
Not Started	1
In Progress	99
Submitted for Review	1
Approved	74
Denied	1
Queued for Payroll	0
Sent To Payroll	0
Error During Sync	0

All Status Not Started In Progress Submitted for Review Approved Denied Queued for Payroll Sent To Payroll Error During Sync

Submit Timesheets 99 In Progress Timesheets Approve Timesheets 1 Submitted for Review Timesheets Send to Payroll 74 Approved Timesheets

Employee	Employee ID	Status	Pay Period Start Date	Pay Period End Date	Home Department	Location	Class	Total Hours
Henrichs, Kenton	00000003	Approved	2020-04-10	2020-04-23	Development	HOME	EE	0
Wilkins, Ruben	00000001	Approved	2020-04-10	2020-04-23	Development		EE	0

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.

Timesheets Ending on 04/23/2020

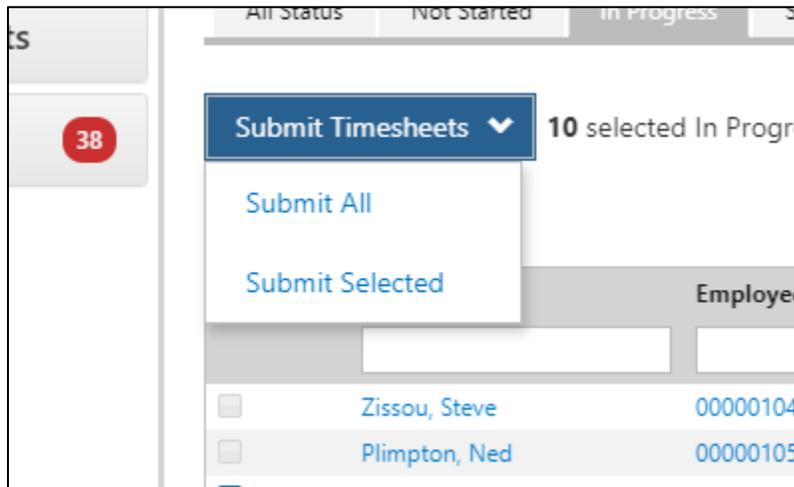
Status	Count
Not Started	1
In Progress	99
Submitted for Review	1
Approved	74
Denied	1
Queued for Payroll	0
Sent To Payroll	0
Error During Sync	0

All Status Not Started In Progress Submitted for Review Approved Denied Queued for Payroll Sent To Payroll Err

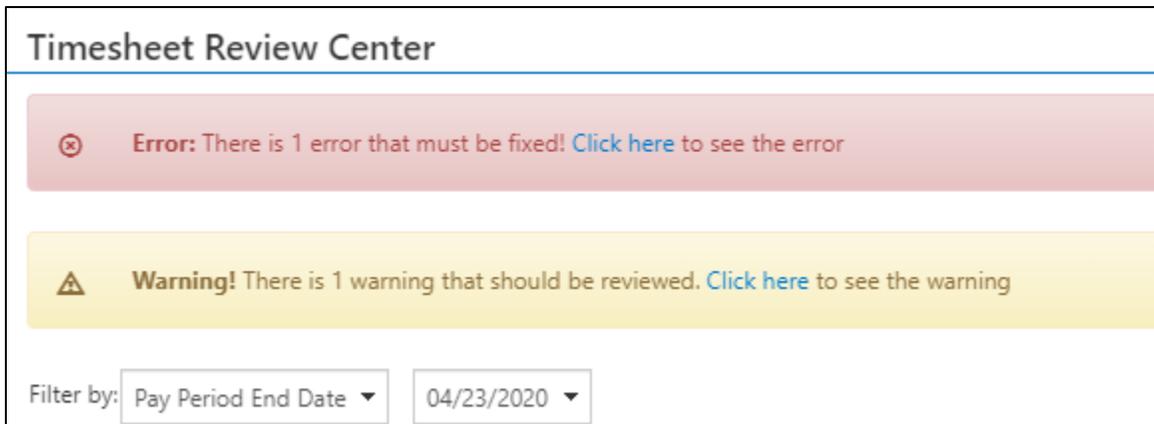
Submit Timesheets 99 In Progress Timesheets

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

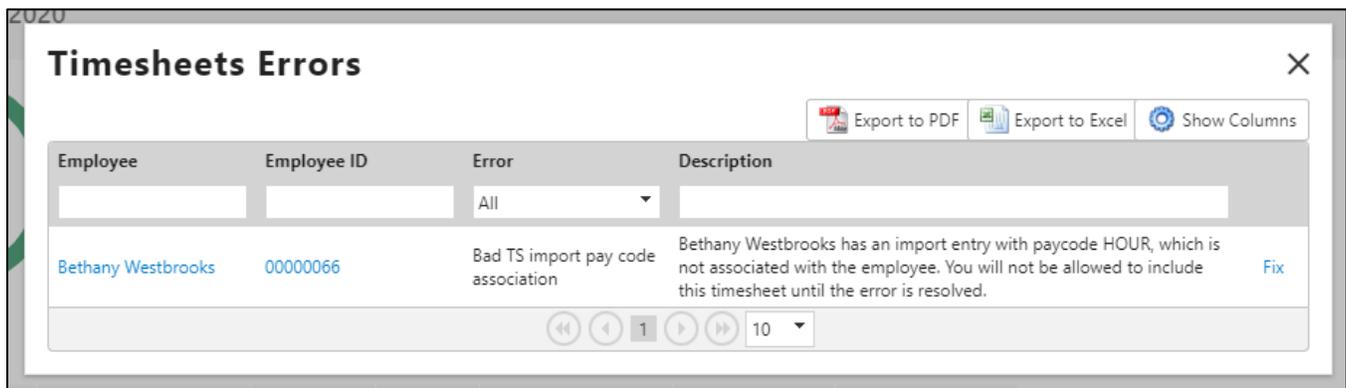
Submitted tab. The Send to Payroll button will be visible on the Approved tab. Upon hovering, users will be able to update either all timesheets or any specifically selected ones.

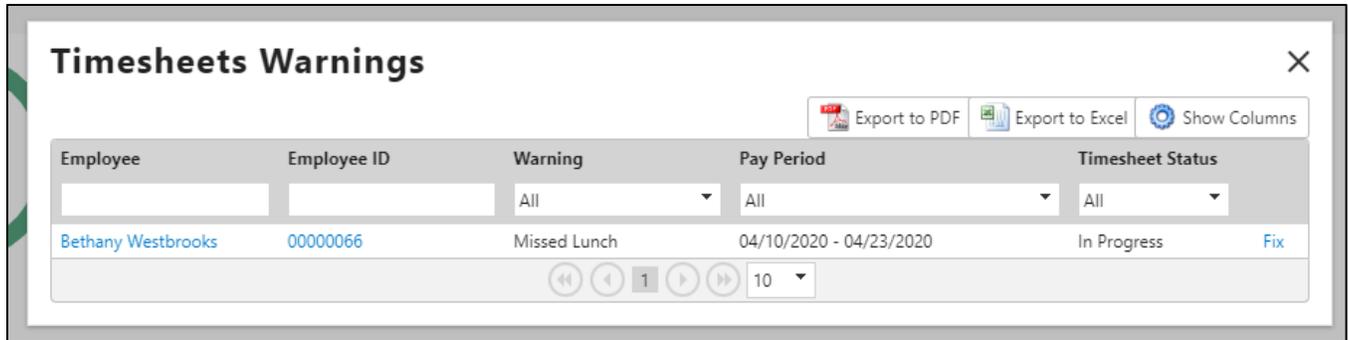


A banner will now show if there are any Errors or Warnings on any timesheets.



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

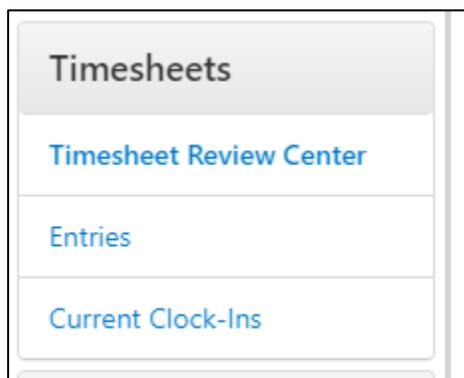




We will also highlight timesheets with Errors or Warnings in the grid.

<input type="checkbox"/>	Willert, Xenia	00
<input type="checkbox"/>	 Westbrooks, Bethany	00
<input type="checkbox"/>	Weasley, Ron	00

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:

### Entries

**Date Worked** ▲

Employee	Start Date	End Date	Time Worked
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
⌵ Date Worked 4/18/2020 (6 Entries, 46.00 hours)			
<a href="#">Piekarski, Lenitoio</a>	4/18/2020 9:00 AM	4/18/2020 5:00 PM	8h 0m
<a href="#">Harris, Kenton</a>	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

The screenshot displays the 'Employee Management' section of the Greenshades system. The main heading is 'Review Pending I-9 Changes'. Below this, there is a navigation breadcrumb: 'Employee Info and Verification → Examine Documents → Rehire Information → Certify I-9 → E-Verify Option'. The form contains several sections:

- Rehire Information:** A question 'Is this employee being rehired to your organization?' with radio buttons for 'Yes' and 'No'. Below it, a date field for 'DIANA SQUIER's date of rehire (mm/dd/yyyy)' is set to '4/13/2020'.
- Name Change:** A note: 'If the employee's name has changed from "DIANA SQUIER" since their last I-9 you may enter new values here.' with input fields for 'First Name', 'Middle Initial', and 'Last Name'.
- Employment Authorization:** A note: 'If the employer's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization.' This section has two columns, 'List A' and 'List C', separated by an 'OR' label. Each column has fields for 'Document Title', 'Issuing Authority', 'Document #', and 'Expiration Date (if any)'.
- I-9 Images:** A section with a search bar and a note: 'In the event an employee submits a Form I-551, Form I-766, a U.S. passport or a passport card, a copy of that document is required for validation. Only one image can be uploaded. Please merge all images into one image file. Supported file types: jpg, pdf, gif, png'.

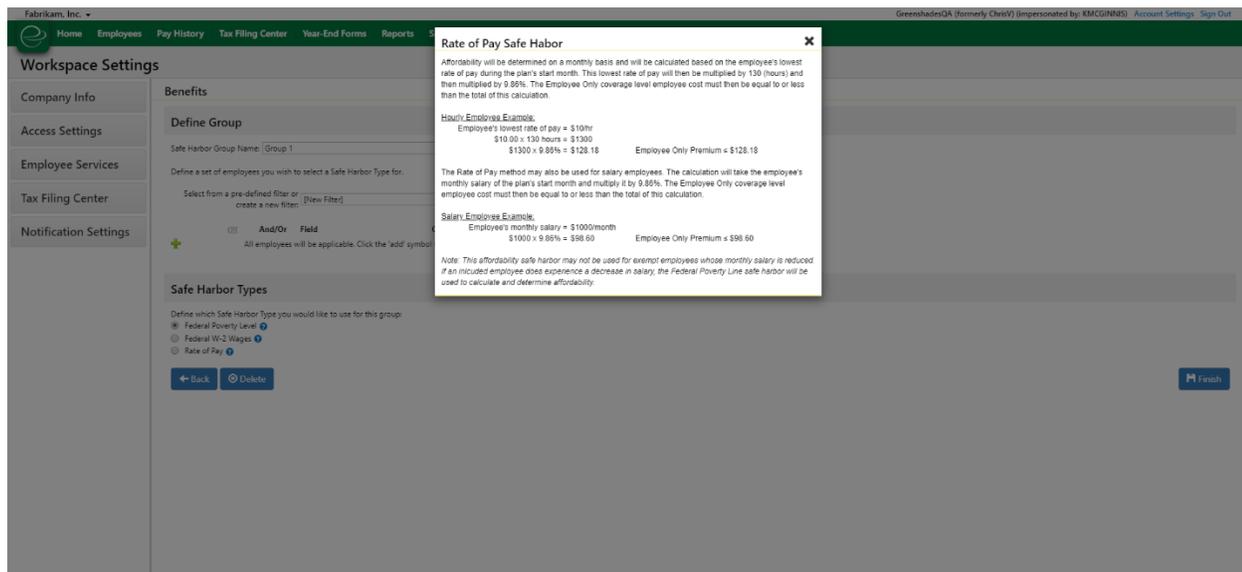
At the bottom of the form are buttons for 'Back', 'Deny', and 'Continue'.

## 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

The screenshot shows the 'New Enrollment Report' form within the 'Employee Management' section. The interface includes a top navigation bar with 'Home', 'Employees', 'Pay History', 'Tax Service', 'Year-End Forms', 'Reports', and 'Settings'. A left sidebar lists various management categories with counts: Employees, Profile, Pay History, Timesheets, Time Off (1), Benefits (166), Eligibility and Enrollment (21), Eligibility Changes (21), Open Enrollment, Qualifying Life Events, Send To Payroll (144), ACA Dashboard, Life Insurance Requests (1), Documents (40), Expense Reports, Evaluations (305), and Onboarding (3). The main form area contains the following fields and options:

- Report Name: 20200413
- Format: Excel
- Employment Status: Active Employees Only
- Which type of report do you want to build?
  - All Enrollment
  - Specific Benefit
- Which enrollment data do you want in the report?
  - Current Enrollment Period
  - Future Enrollment Period
  - Custom Date Range
- Drag the fields you wish to include over to the right, or click the arrow to move all fields.
- Fields to be included (shown in a list on the left): Address, Benefit Code, Benefit Effective End Date, Benefit Effective Start Date, Benefit End Date, Benefit Package End Date, Benefit Package Start Date, Benefit Start Date, Benefit Type, Birth Date.
- Buttons: Back, Generate Enrollment Report, Save Report Template.

### 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

The Maxnificent Company

PROCTOR SALIBA Account Settings Sign Out

Employee Home HR Profile Timesheet Time Off Pay History Benefits Documents

### W-4

To view the 2020 W-4 instructions and supplemental documentation provided by the IRS, click [here](#)

**Form W-4** **Employee's Withholding Certificate** OMB No. 1545-0074

Department of the Treasury Internal Revenue Service

2020

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: Enter Personal Information**

(a) First name and middle initial: PROCTOR Last name: SAUBA (b) Social security number: 687341316

Address: 7575 GREEN BOULEVARD City or town, state, and ZIP code: UNA NV 88930

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

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

**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](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or

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

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

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

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

#### 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

### Individual Expenses for this Report

Add expenses and receipts below.

[+ Add New Expense](#)

**Expenses**

Category/Subcategory: Fees - Conference Receipt: [+ Add Receipt](#)

Date:  !

Vendor:  !

Description:  !

Amount:  !

Department:  !

[X Delete](#) Total Amount:

Department Name

Department A

Department B

## 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

The Maxificent Company - PROCTOR SALIBA (impersonated by GALegacy@greeshades.com) Account Settings Sign Out

Employee Home HR Profile Timesheet Time Off Pay History - Benefits Documents -

Create New Document

My Documents

Your HR department allows you to review and fill out this 'Birthday Form' form.



### Dunder-Mifflin Birthday Form

Full Name  ID

Birthday:

Favorite Type of Cake:

I agree to a surprise party for my birthday

Upload Document

Select the completed form from your computer or from your uploaded forms.  
You may upload more than one file if necessary.

Upload multiple files at once by using your Shift or Ctrl keys. The selected files will be uploaded when you save the Bulletin below.

Supported file types (max size 8 Mb per file):  
jpg, png, gif, pdf, doc, xls, txt, docx, xlsx, pptx, ppt, png, one, rtf

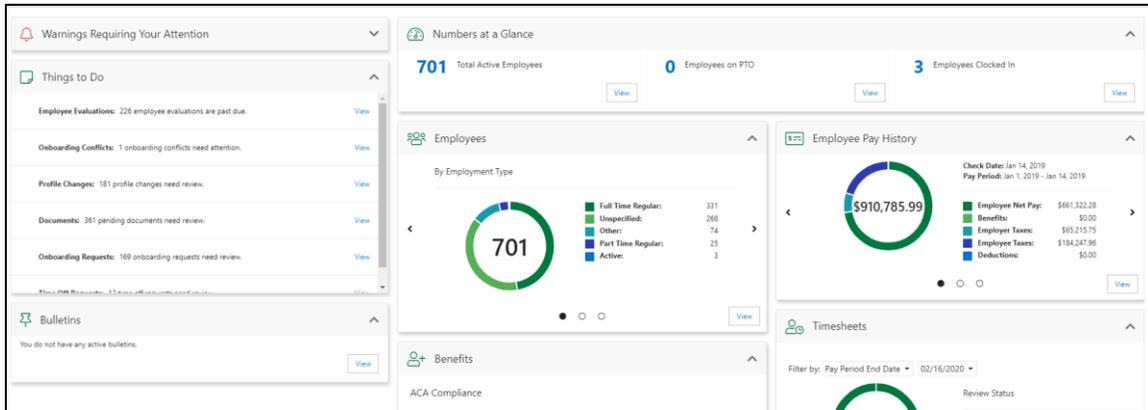
Copyright © 2002-2020 Greeshades Software. All Rights Reserved. - End User Subscription Agreement - Privacy Policy D101C1W61GG010000101209975

New Feature

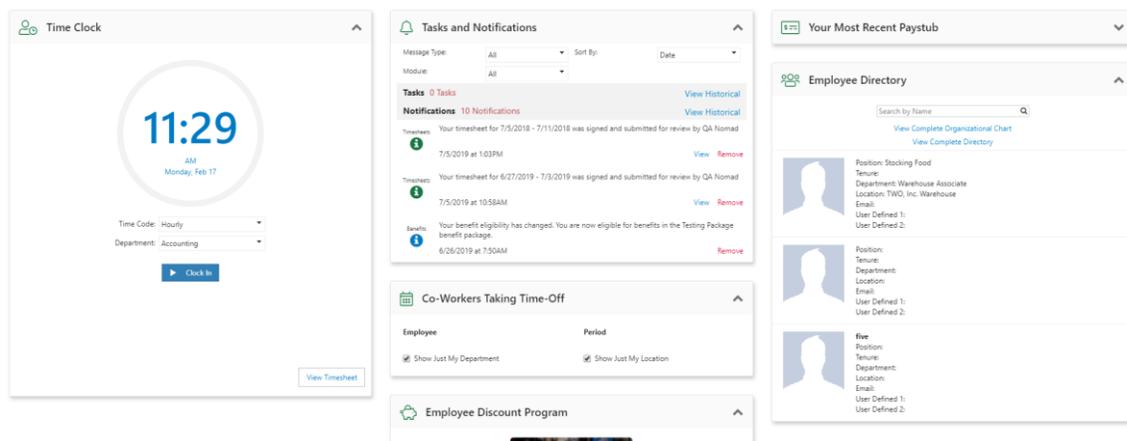
Employees are now able to complete a fillable PDF form on Green Employee without having to navigate to a new browser or print a document.

## Employee Services Module: Homepage Update

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

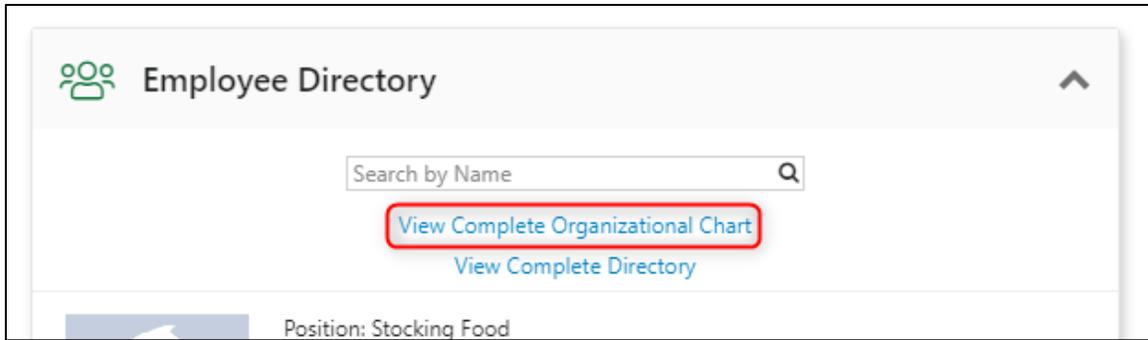


*Greenshades Online Homepage*



*Green Employee Homepage*

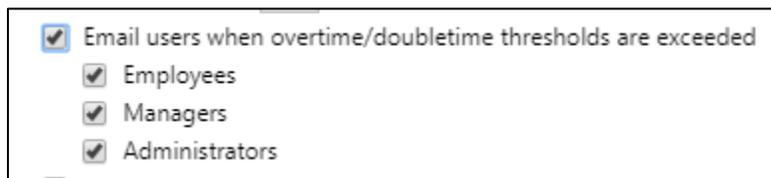
In our earlier redesign of the Green Employee homepage, we removed the link to the Organizational Chart. We have added that link back to the Employee Directory widget so the Organizational Chart is accessible again.



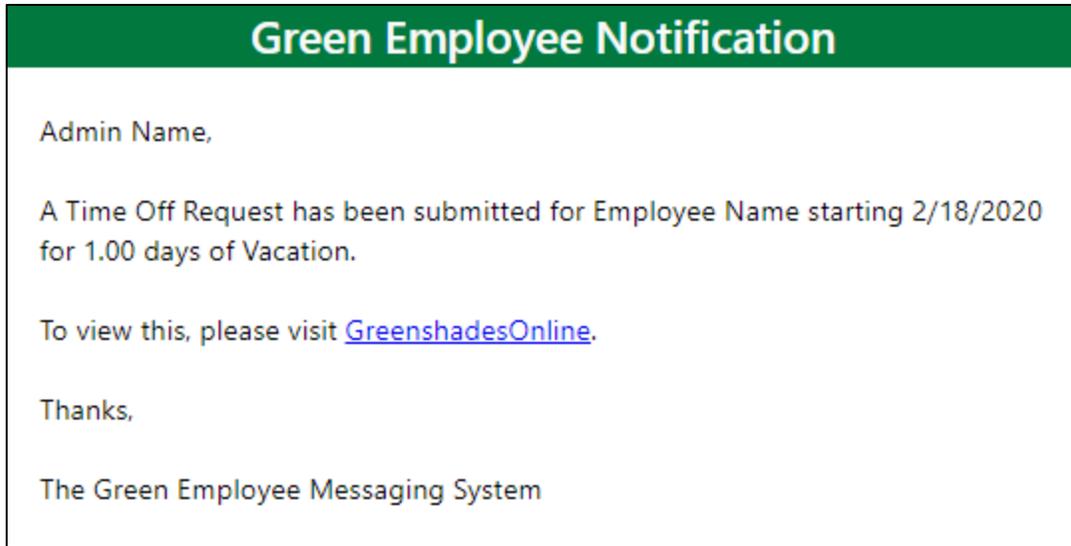
To make it easier for Administrators to contact Employees who have not accessed Green Employee, email and phone number columns are now visible on the "Employees That Have Not Used GreenEmployee" report.

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

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.

Name	President's Day
Start Date	2/17/2020
End Date	2/17/2020
Paid Holiday	<input checked="" type="checkbox"/> Select whether paid holidays apply to weekends
Holiday Duration	<input checked="" type="radio"/> Default pay group holiday duration for this employee
	<input type="radio"/> Custom duration (Hours) <input type="text"/>
Holiday Start Time	3:00 PM

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

Module	Action Description
<div style="float: right;"> <a href="#">PDF Export</a> <a href="#">Excel Export</a> </div> All Filter	
Greenshades Online Core	Note added to Employee SB01 - Steve has been a great addition to the team.
	Holiday (On Schedule 'Dog 8') Name setting was changed from 'Blank' to 'Testing'

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

The screenshot displays the 'Workspace Settings' interface for 'Tax Documents'. The left sidebar contains navigation options: Company Info, Access Settings, Payroll, Employee Services (Welcome and Home, Onboarding, Timesheets, Benefits, Pay History, Evaluation, I-9, Expense Reports, Documents, Direct Deposit, Tax Documents, Profile, Organization Chart, Time Clock Kiosk, Time Off Policies), and Notification Settings. The main content area is titled 'Tax Documents' and includes a 'W-4 Forms' tab. It contains several settings: 'Automatically approve employee changes without requiring any review' (unchecked), 'Also allow managers to approve changes' (checked), and 'State withholding form display during onboarding' (radio buttons for 'Allow all state withholding forms...' and 'Allow only the suggested state withholding form...'). Below this is a 'Workflow Name' dropdown set to 'DMann Sprint 3' and a 'Shareable URL' field with an 'Update URL' button. The 'Default Values' section lists various fields like Position, Location, Division, Department, Class, Employment Type, Pay Code, Pay Rate, Pay Group, and Supervisor. At the bottom, the 'Required Steps' section shows a list of steps: 'Basic Employee Information', 'Notification Options', and 'W4'. A tooltip for the 'W4' step reads: 'To manage your state withholding form visibility, please go to the W-4 settings page in your W-4 tab.'

### 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.

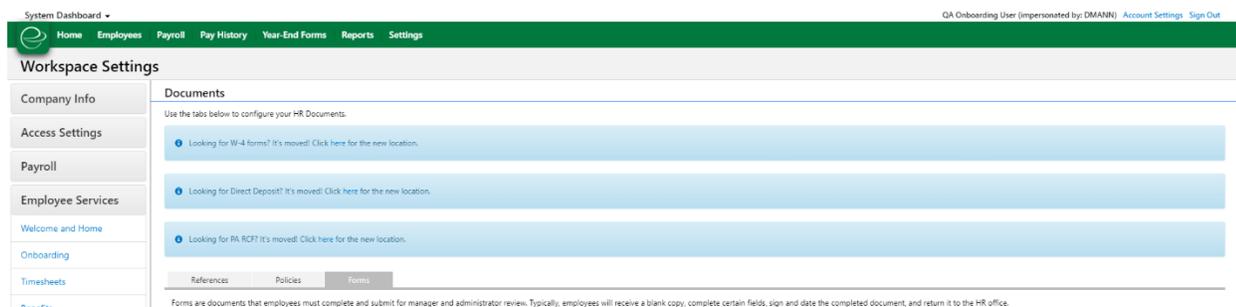
## Employee Services Module: Settings

### 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

## GreenEmployee Release Notes

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

The screenshot shows the 'New Enrollment Report' form in the Greenshadesonline.com system. The form is titled 'New Enrollment Report' and includes a sub-header: 'Generate a report containing data for employees' enrollment. You may generate a one-time report or save as a template for continued use under 'Saved Enrollment Report Templates' on the previous page.

The form contains the following fields and options:

- Report Name: 20200212
- Format: Excel
- Employment Status: Active Employees Only
- Which type of report do you want to build?
  - All Enrollment
  - Specific Benefit
- Which enrollment data do you want in the report?
  - Current Enrollment Period
  - Future Enrollment Period
  - Custom Date Range
- Select the date range for the enrollment you wish to include:
  - Start Date: 01/01/2020
  - End Date: 02/12/2020
- Drag the fields you wish to include over to the right, or click the arrow to move all fields.

The 'Drag the fields...' section shows a list of fields on the left and a large empty box on the right. The fields listed are:

- Address
- Benefit Code
- Benefit Effective End Date
- Benefit Effective Start Date
- Benefit End Date
- Benefit Package End Date
- Benefit Package Start Date
- Benefit Start Date
- Benefit Type
- Bank Plan

There are two arrows, one pointing right and one pointing left, between the list of fields and the empty box. A 'Back' button is located at the bottom left, and a 'Generate Enrollment Report' button is at the bottom right.

## New Feature

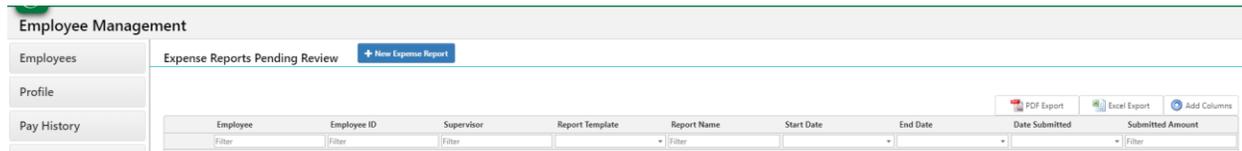
Administrators are now able to generate enrollment reports for a given date range. This includes dates in the past, current, and future.

## GOES Anticipated Release 11/18/19

### Navigation

Greenshadesonline.com > Employees > Expense Reports > Pending Review

### New Feature

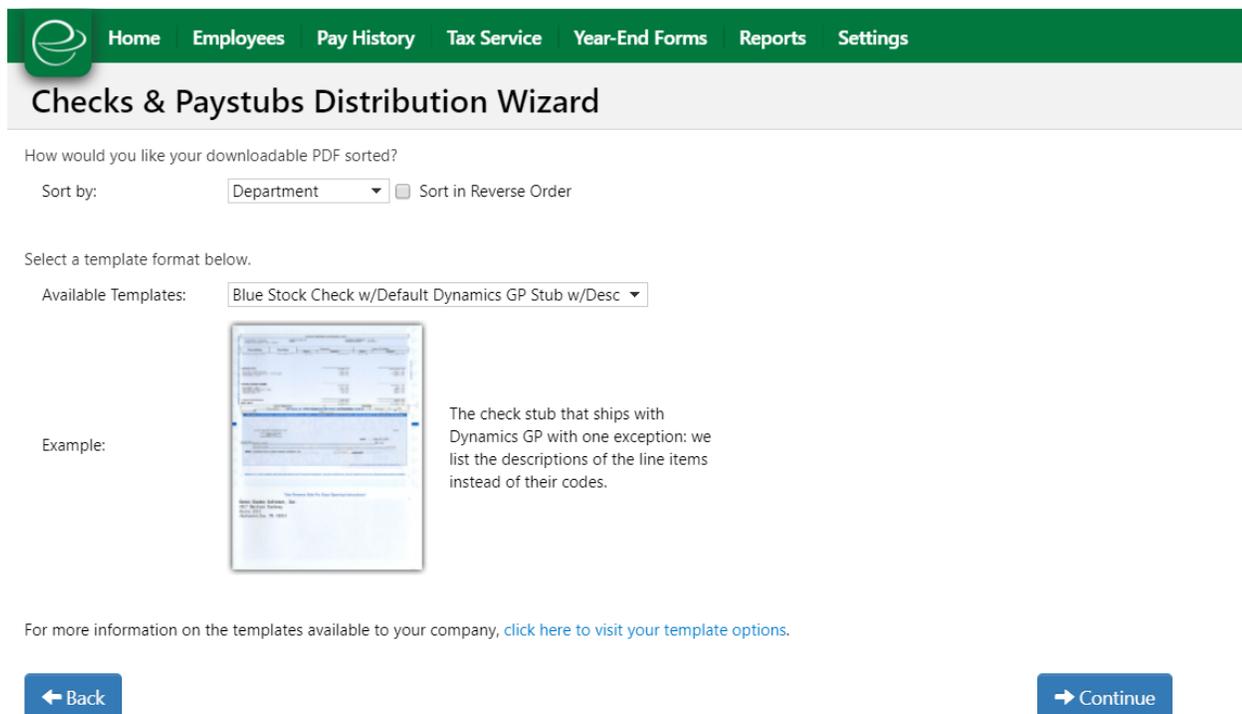


Addition of Date Submitted column to the expense report grid for reports that have been submitted but pending administrator review.

### 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

Digital Employee Folder [Back to Employee List](#)

Use this table to manage your current dependents. [Add Columns](#)

First Name	Last Name	Relationship Type
<a href="#">Edit</a> <a href="#">Delete</a> Wifey	zzTester	Spouse

New Screen

I do not have my dependent's Social Security #

*By checking this box, I certify that I am submitting my dependent information without a Social Security Number, and I understand that I will need to provide the correct Social Security Number as soon as possible to ensure my benefits remain active.*

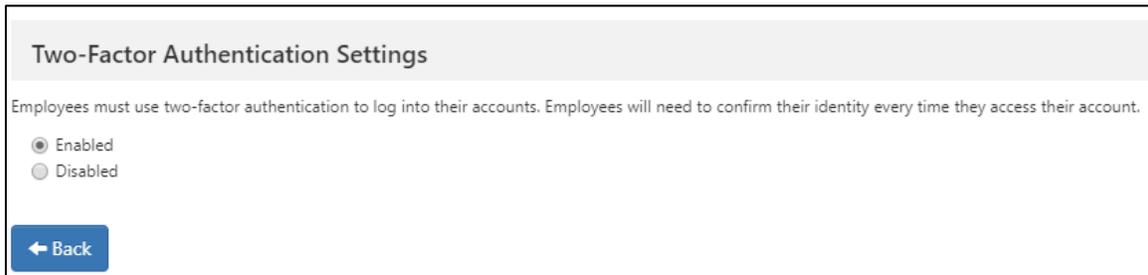
<a href="#">Edit</a> <a href="#">Delete</a> Sarah	Hennen	Child	5
<a href="#">Edit</a> <a href="#">Delete</a> PIERPONT	HENNEN	Self	
<a href="#">Edit</a> <a href="#">Delete</a> DuplicatesChildSSN	zzTester	Child	1

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 they do not have a dependent's SSN, but that they acknowledge the risks in doing so

## GOES Anticipated Release 11/18/19

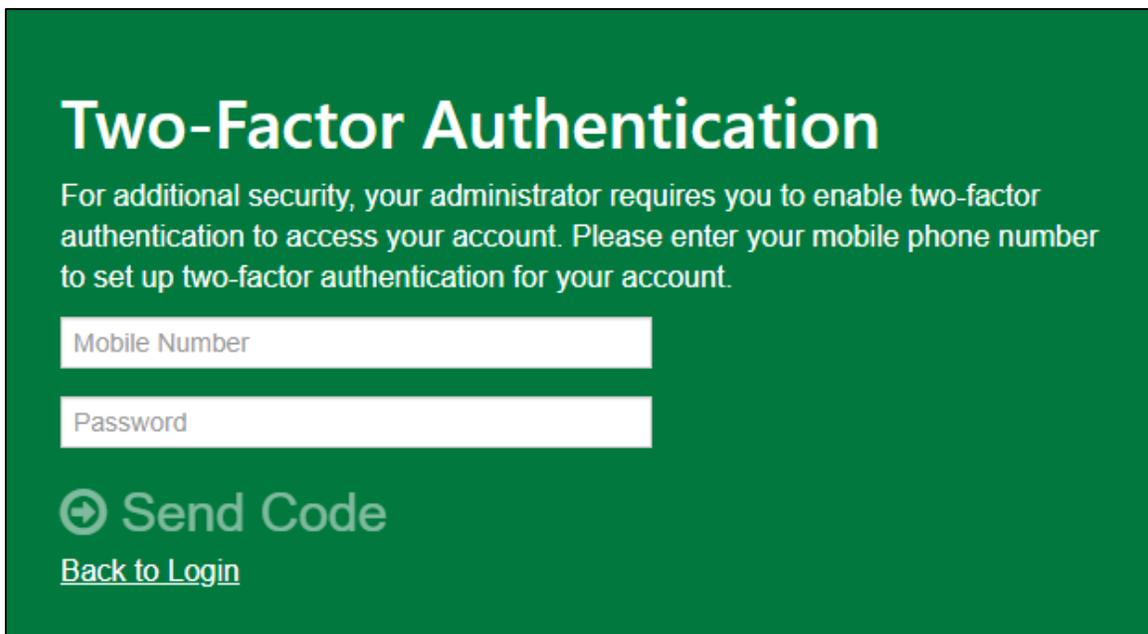
Administrators can now require that every employee use two-factor authentication when logging into Green Employee.

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



The screenshot shows a settings page titled "Two-Factor Authentication Settings". Below the title, there is a descriptive sentence: "Employees must use two-factor authentication to log into their accounts. Employees will need to confirm their identity every time they access their account." There are two radio button options: "Enabled" (which is selected) and "Disabled". At the bottom left, there is a blue button with a left-pointing arrow and the text "Back".

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.



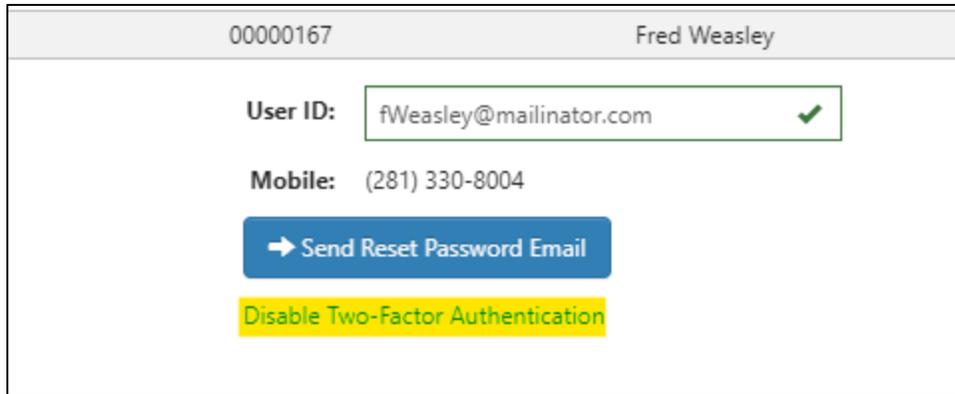
The screenshot shows a green background with white text. The main heading is "Two-Factor Authentication". Below it, the text reads: "For additional security, your administrator requires you to enable two-factor authentication to access your account. Please enter your mobile phone number to set up two-factor authentication for your account." There are two white input fields: the first is labeled "Mobile Number" and the second is labeled "Password". Below the input fields, there is a green button with a right-pointing arrow and the text "Send Code". At the bottom, there is a link that says "Back to Login".

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

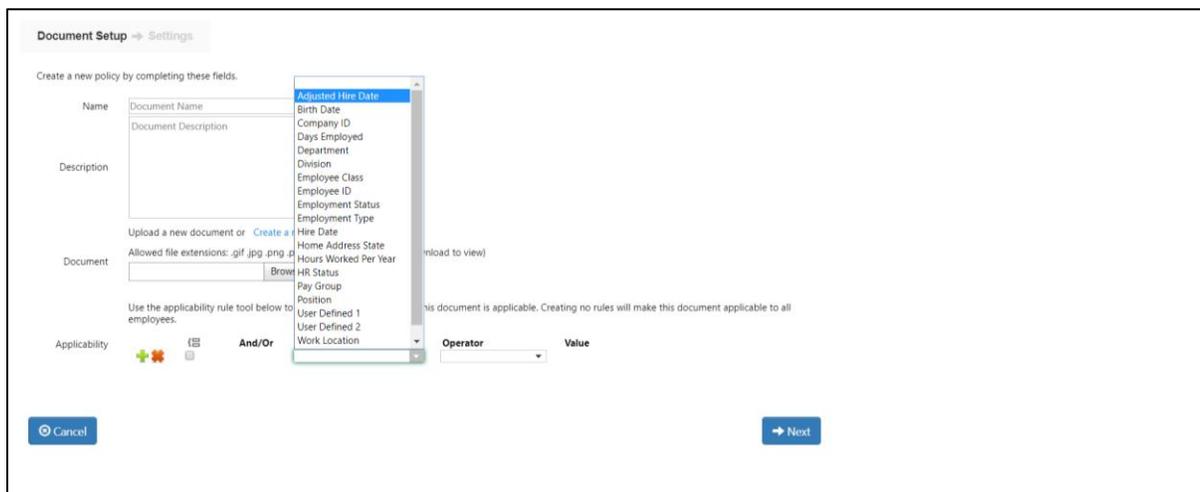
#### New Feature

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



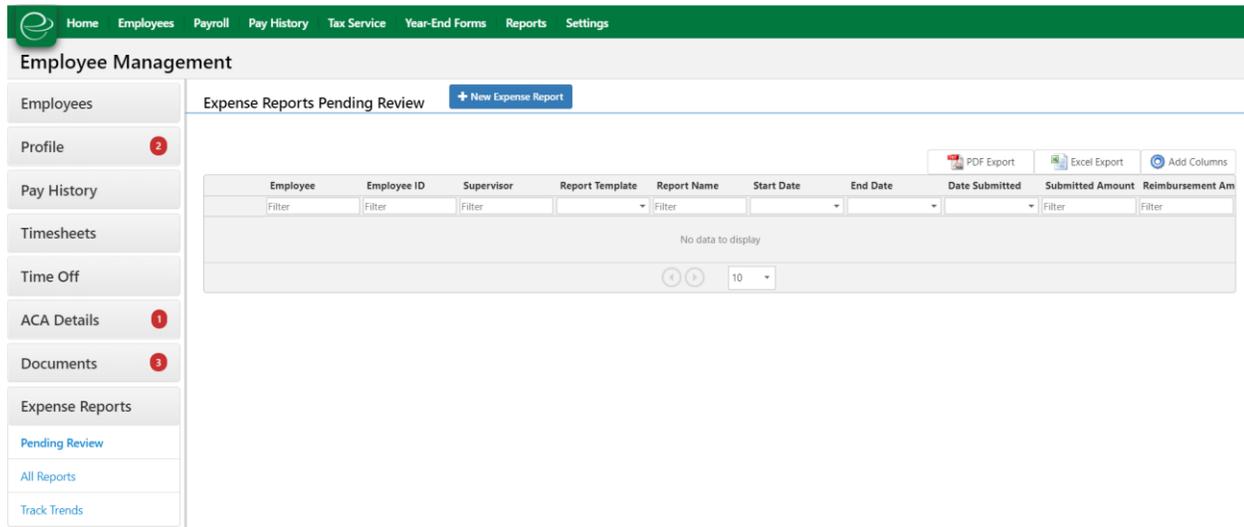
## GreenEmployee Release Notes

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



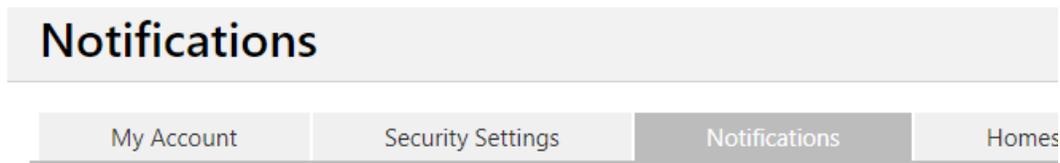
The screenshot shows the 'Employee Management' interface. The top navigation bar includes 'Home', 'Employees', 'Payroll', 'Pay History', 'Tax Service', 'Year-End Forms', 'Reports', and 'Settings'. The main content area is titled 'Employee Management' and features a sidebar with navigation options: 'Employees', 'Profile' (with a red notification badge '2'), 'Pay History', 'Timesheets', 'Time Off', 'ACA Details' (with a red notification badge '1'), 'Documents' (with a red notification badge '3'), 'Expense Reports', 'Pending Review' (highlighted in blue), 'All Reports', and 'Track Trends'. The main area displays 'Expense Reports Pending Review' with a '+ New Expense Report' button. Below this is a table with columns: 'Employee', 'Employee ID', 'Supervisor', 'Report Template', 'Report Name', 'Start Date', 'End Date', 'Date Submitted', 'Submitted Amount', and 'Reimbursement Am'. The table is currently empty, showing 'No data to display' and a pagination control set to '10'.

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



The screenshot shows the 'Notifications' screen. The title 'Notifications' is displayed in a large, bold font. Below the title is a navigation bar with four tabs: 'My Account', 'Security Settings', 'Notifications' (which is the active tab), and 'Homes'.

#### Email Addresses:

Notification Email Address:

Corporate Email Address on file with Green Shades Software, LLC:

### New Screen

**Email Addresses:**

Notification Email Address:

Company Email Address on file with Fabrikam, Inc.:

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

**Navigation**

Greenshadesonline.com > Settings > Employee Services > Profile

**Old Screen**

**Profile**

The settings outlined below control how employees will interact with the HR Profile page on GreenEmployee. Use these settings to control what your employees will see and what they may change. The "General" tab contains Approval Settings that dictate the approval workflow for any requested changes.

**Fields**

Below are a list of fields that are available for display on the GreenEmployee HR Profile page. You may choose how employees will interact with these fields.

Field	Display
Employee ID	View Only
First Name	View and Edit (value required)*
Middle Name	View and Edit (value optional)
Last Name	View and Edit (value required)*
SSN	View and Edit (value required)*
Hire Date	View Only
Gender	View and Edit (value optional)
Birth Date	View and Edit (value required)
Ethnic Origin	View and Edit (value optional)

**The following display options are available for most fields (some options are restricted on some fields):**

- Hidden: Your employee will not see this field.
- View Only: Your employee may see this field but may not make any edits.
- View and Edit (value optional): Your employee may view and edit this field, a value is not required.
- View and Edit (value required): Your employee may view and edit this field, a value must be provided (blank entries are not allowed).

**New Screen**

**Profile**

General Personal Info Address Info Dependents Contacts Work Location

The settings outlined below control how employees will interact with the HR Profile page on GreenEmployee. Use these settings to control what your employees will see and what they may change. The "General" tab contains Approval Settings that dictate the approval workflow for any requested changes.

**Fields**

Below are a list of fields that are available for display on the GreenEmployee HR Profile page. You may choose how employees will interact with these fields.

Field	Display
Employee ID	View Only
First Name	View and Edit (value optional)
Middle Name	View and Edit (value optional)
Last Name	View and Edit (value optional)
SSN	View and Edit (value optional)
Hire Date	View Only
Gender	View and Edit (value optional)
Birth Date	View and Edit (value optional)
Ethnic Origin	View and Edit (value optional)
Marital Status	View and Edit (value optional)

**The following display options are available for most fields (some options are restricted on some fields):**

- Hidden: Your employee will not see this field.
- View Only: Your employee may see this field but may not make any edits.
- View and Edit (value optional): Your employee may view and edit this field, a value is not required.
- View and Edit (value required): Your employee may view and edit this field, a value must be provided (blank entries are not allowed).

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 they may have.

[Previous Green Employee Home Page](#)

# GreenEmployee Release Notes

GOESMOB Test Workspace - Rob Young (impersonated by jasoniscool@greenshades.com) Account Settings Sign Out

Employee Home HR Profile Timesheet Time Off Pay History Benefits Documents

## Home

### Tasks and Notifications

Message Type: All Sort By: Date  
Module: All

**Tasks** 0 Tasks [View Historical](#)

**Notifications** 2 Notifications [View Historical](#)

**Company** Testing

- 9/17/2019 at 3:46PM [Remove](#)
- Timesheet** Your timesheet for 7/15/2019 - 7/21/2019 was signed and submitted for review by QA-Nomad  
7/22/2019 at 1:19PM [View](#) [Remove](#)

### Company Bulletins

◀ 1 of 4 ▶

**Be sure your emergency contact information is updated!**

Please make sure that your emergency contact information is up to date. We are going to be compiling a list and want to make sure we have all the right details!

9/18/2019 12:00 AM [Read More...](#)

### Your Most Recent Paystub

Your most recent paycheck was on 1/14/2019 [View](#)

	This Check	Year to Date
Gross Pay:	\$887.50	\$887.50
Taxes:	-\$110.22	-\$110.22
Deductions:	-\$0.00	-\$0.00
<b>Net Pay:</b>	<b>\$777.28</b>	<b>\$777.28</b>

### Employee Directory

Search by Name

[View Complete Organizational Chart](#)

[View Complete Directory](#)

### Time Clock

04:07 PM ET

Clocked in to 'Hourly' since 2:22 PM (1 hrs, 45 mins)

Enter optional comments about this clock out.

[Clock Out](#) [Go To Lunch](#)

### Co-workers Taking Time-Off

Employee	Period
<input checked="" type="checkbox"/> Show Just My Department	<input checked="" type="checkbox"/> Show Just My Location

### Employee Discount Program

The following discounts are being provided to you as an employee of GOESMOB  
Official Name:

**chime**  
Get Paid Up To 2 Days Early!  
[Apply Now](#)

**WellRx**  
High copays? Drugs not covered? Save up to 80% with WellRx!  
Exclusive Invite Code: **PAYDAY**  
No enrollment fees, free to use.  
[www.wellrx.com](http://www.wellrx.com)

**GET A \$50 WALMART eGIFTCARD**  
when you buy a phone priced over \$49 and a No-Contract Service Plan.  
[Learn More](#)

**TicketsatWork**  
Movies, parks, shows and more!  
Use Employee Discount Code **SSTAF**

**FamilyMobile**  
Get 4 lines with unlimited data, talk & text for \$100/mo.\*  
Mexico & Canada Included  
[CLICK HERE for plans and details](#)

**Click for More Discounts!**

[See All Discounts](#)

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D101C1W03SGO10000098E182581

Updated version of the Green Employee Home Page

# GreenEmployee Release Notes

GOESMOB Test Workspace Rob Young (impersonated by QANomad@greeshades.com) Account Settings Sign Out

Employee Home HR Profile Timesheet Time Off Pay History Benefits Documents

Home

### Company Bulletins

**Be sure your emergency contact information is updated!**

Please make sure that your emergency contact information is up to date. We are going to be compiling a list and want to make sure we have all the right details!

9/18/2019 12:00 AM [Read More...](#)

### Time Clock

Clocked in to 'PA Four' since 2:22 PM (1hrs. 43mins)

4:05

PM EDT  
Friday, Sep 20

[Clock Out](#) [Go to Lunch](#)

[View Timesheet](#)

### Your Most Recent Paystub

Your most recent check was on 1/14/19

Net Pay

\$777.28

YTD \$777.28

Employee Net Pay	\$777.28
Taxes	\$110.22
Deductions	\$0.00

[View Paystub](#)

### Tasks and Notifications

Message Type: All Sort By: Date

Module: All

**Tasks** 0 Tasks [View Historical](#)

**Notifications** 2 Notifications [View Historical](#)

Company Testing

9/17/2019 at 3:46PM [Remove](#)

Timesheet Your timesheet for 7/15/2019 - 7/21/2019 was signed and submitted for review by QA Nomad

7/22/2019 at 1:19PM [View](#) [Remove](#)

### Co-Workers Taking Time-Off

Employee	Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Show Just My Department  Show Just My Location

### Employee Discount Program

**chime**

Get Paid Up To 2 Days Early!

[Apply Now](#)

### Employee Directory

Search by Name

[View Complete Directory](#)

Position: Stocking Food  
Tenure:  
Department: Warehouse Associate  
Location: TWD, Inc. Warehouse  
Email:  
User Defined 1:  
User Defined 2:

Position:  
Tenure:  
Department:  
Location:  
Email:  
User Defined 1:  
User Defined 2:

five  
Position:  
Tenure:  
Department:  
Location:  
Email:  
User Defined 1:  
User Defined 2:

### Time Off Balance

200 Hours Available

Sick	80.00
Vacation	120.00

[View Details](#)

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## 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

The screenshot displays the GreenShades Employee Management interface. On the left is a navigation sidebar with categories: 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), and Onboarding (4). The main content area is titled 'Employee Management' and shows 'Review Pending I-9 Changes' with a '+ New Document' button. Below this is the 'I-9 Form Wizard' section, which includes 'I-9 Instructions' and a link to 'View I-9 preview for Take Three'. The wizard shows the navigation path: Employee Info and Verification -> Examine Documents -> Certify I-9 -> E-Verify Option. It contains the following text: 'E-Verify is powered by the US Department of Homeland Security and is voluntary for most employers.' Below this are two radio buttons: 'Yes, I want to use E-Verify to confirm the employment eligibility for this employee' (selected) and 'No, I do not want to use E-Verify at this time'. A text field contains the reason: '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:'. A dropdown menu is set to 'Awaiting Social Security Number'. At the bottom of the form area are 'Back' and 'Complete' buttons. The footer contains copyright information: 'Copyright © 2003-2019 Greenshades Software. All Rights Reserved. End User License Agreement' and a timestamp: '07/24/2019 09:26:10 AM'.

Suzette Suz Reagen Account Settings Sign Out

Home Employees Pay History Tax Service Year-End Forms Reports Settings

### Employee Management

Review Pending I-9 Changes [+ New Document](#)

**I-9 Form Wizard** [I-9 Instructions](#) [View I-9 review 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](#)

- 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 **100**
- Onboarding **4**

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### 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.

The screenshot shows the 'Employee Card' for Gregory Erickson. At the top, it says 'Gregory Erickson' and 'Digital Employee Folder'. There is a blue button with a left arrow and the text 'Back to Employee List'. Below this, there are three rows of information: 'Employee ID' with the value 'ERIC0001', 'First Name' with 'Gregory', and 'Last Name' with 'Erickson'. At the bottom, there are two date input fields: 'Hire Date' with the value '06/19/2012' and 'Rehire Date' with the value '06/03/2014'. Each date field has a blue calendar icon to its right. An orange rectangular box highlights the Hire Date and Rehire Date fields.

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

The screenshot shows the 'Employee Details' form. It has a header 'Employee Details' in a grey bar. Below the header, there are three rows of information: 'Date of Birth' with the value '07/13/1987', 'Hire Date' with the value '04/24/2018', and 'Rehire Date' with the value 'MM/DD/YYYY'. Each row has a blue calendar icon to its right. An orange rectangular box highlights the Hire Date and Rehire Date fields.

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.



**GreenshadesOnline**

Account Login

Email Address

Password

 Login

[Setup Account](#)

[Reset Password](#)

[Not an Administrator? Click here to login to Green Employee](#)

### 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:

#### Time Clock

11:04 AM ET

Time Code:	Hourly
Department:	Accounting
<b>Location:</b>	Corning NY
Comments: (Optional)	Enter optional comments about this clock in.

 Clock In

Last clock-in was 8 hours 0 minutes starting at 7/11 9:00 AM [View](#)

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

The screenshot displays the 'Timesheet' interface. At the top, there is a 'View' dropdown set to '7/15/2019 - 7/21/2019'. Below this, the 'Timesheet Entries' section features a table with columns: Date, Source, Begin - End, Time Code, Time, Department, and Work Location. A single entry is visible for 'Wed 7/17/2019' with a time of '8h 00m' and location 'Corning NY'. To the right, the 'Timesheet Status' section shows a progress bar and a note: 'By Chad Hollett (impersonated by QA\Nomad@greenshades.com) on 7/17/2019 at 11:06 AM'. Below the status, a 'Total Hours for this Timesheet' summary shows: Total Time 8h 0m, Regular 0h 0m, Holiday 0h 0m, and Overtime 8h 0m. At the bottom, a 'Group Time By' dropdown is set to 'Time Code', and a summary table shows 'Total Hours' and 'Payable Hours' for the entry.

Date	Source	Begin - End	Time Code	Time	Department	Work Location
Wed 7/17/2019		9:00 AM - 5:00 PM	Hourly	8h 00m	Accounting	Corning NY

Time Code	Department	Location	Total Hours	Payable Hours
Hourly	Accounting	Corning NY	08h 00m	08h 00m
Total			08h 00m	08h 00m

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

**Entry Management** [X]

Code:

Department:

Location:

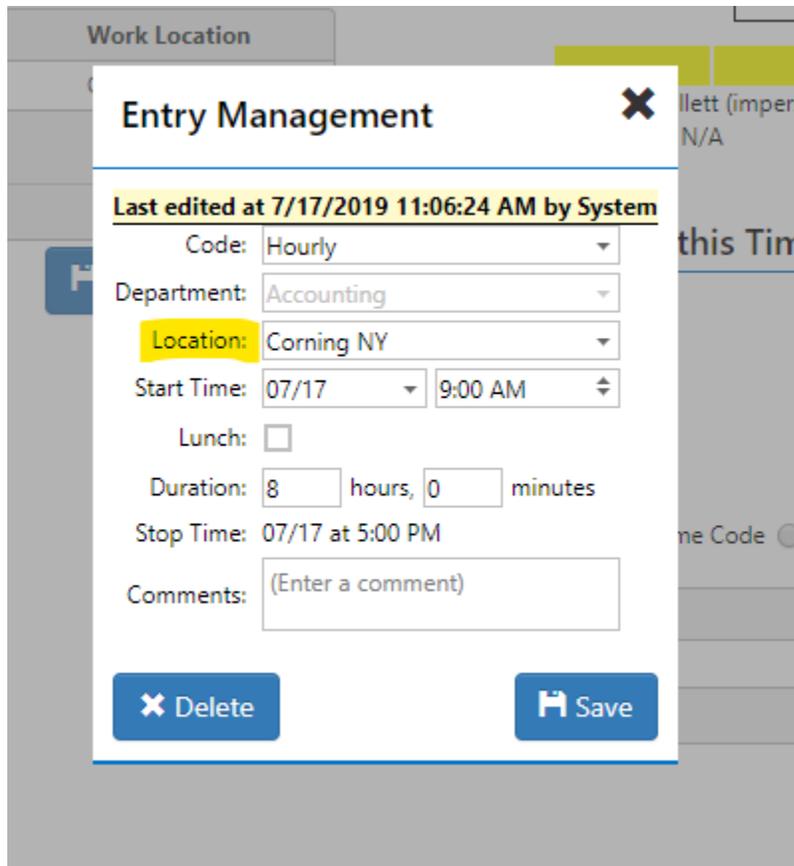
Start Time:

Lunch:

Duration:  hours,  minutes

Stop Time:

Comments:



GO users will see similar changes on their side:

Employee Management

Chad Hollett  
Digital Employee Folder [← Back to Employee List](#)

View: 7/15/2019 - 7/21/2019

Timesheet Entries [+ Add Entry](#)

Click on the expand button next to the entry to display it's history of edits.

Comments

Date	Source	Begin - End	Time Code	Time	Department	Work Location
Wed 7/17/2019		9:00 AM - 5:00 PM	Hourly	8h 00m	Accounting	Corning NY

Comments:

[Delete All Entries](#) [Delete Timesheet](#) [Sign and Submit](#)

[← Back](#)

Timesheet Status

In Progress

By Chad Hollett (impersonated by QANomad@greeshades.com) on 7/17/2019 at 11:06 AM  
Comments: N/A

Total Hours for this Timesheet

Total Time	Regular	Holiday	Overtime
8h 0m	0h 0m	0h 0m	8h 0m

Group Time By:  Time Code  Weekday/Weekend  Weekly

Time Code	Department	Location	Total Hours	Payable Hours
Hourly	Accounting	Corning NY	08h 00m	08h 00m
Total			08h 00m	08h 00m

### Entry Management ✕

Code:

Department:

Location:

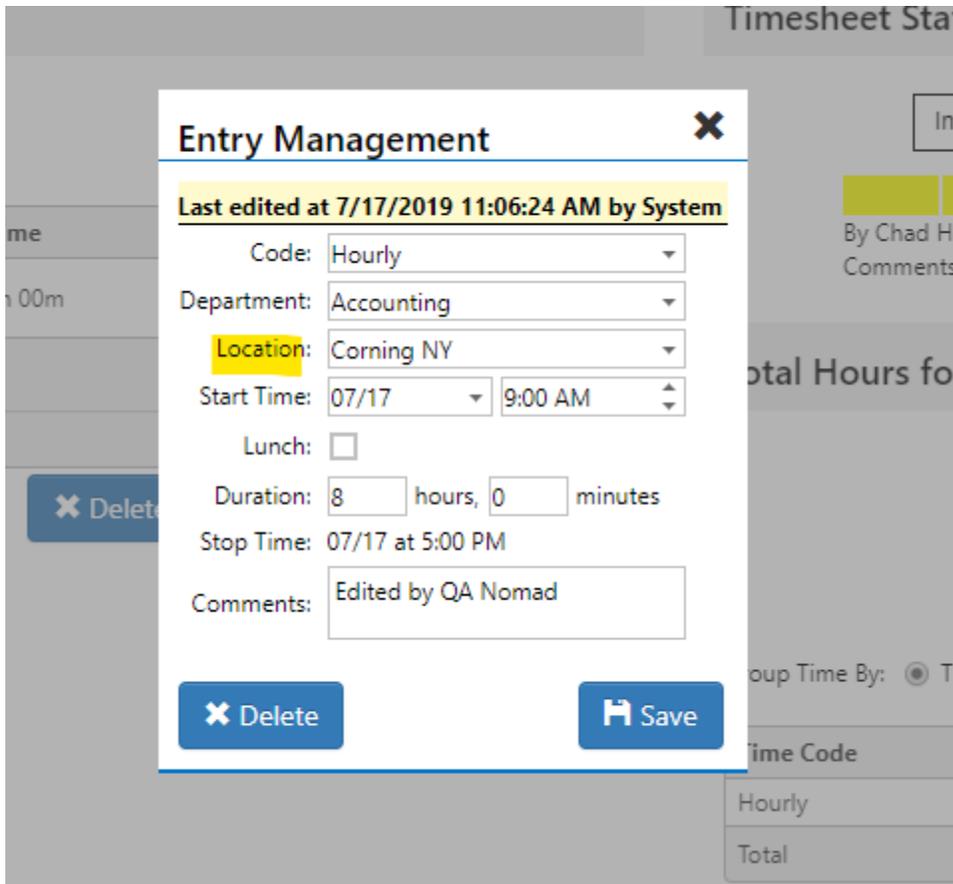
Start Time:

Lunch:

Duration:  hours,  minutes

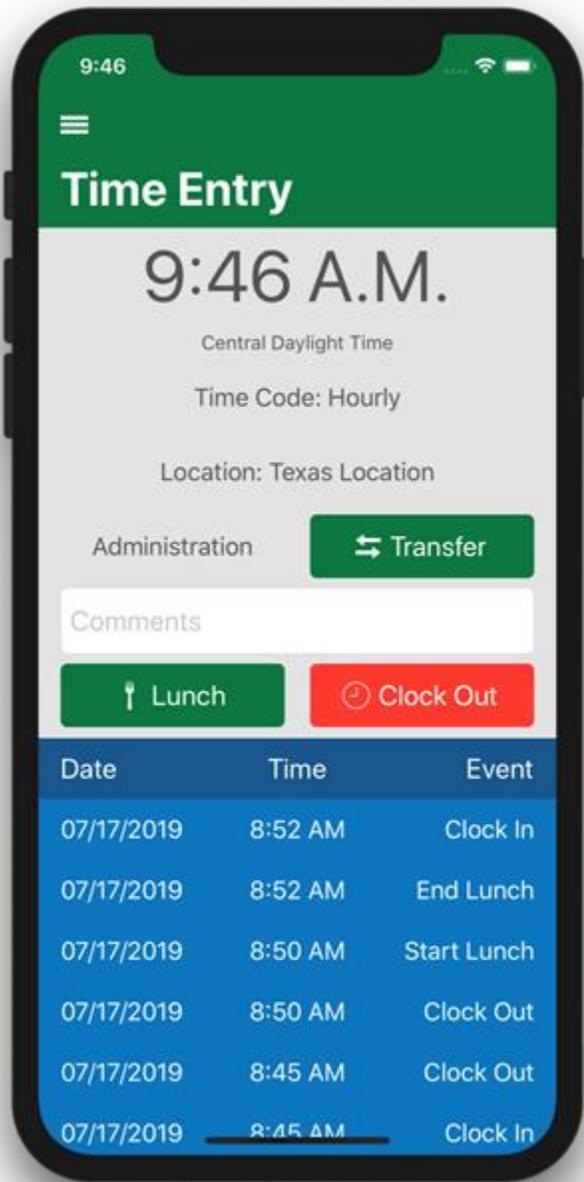
Stop Time: 07/17 at 5:00 PM

Comments:

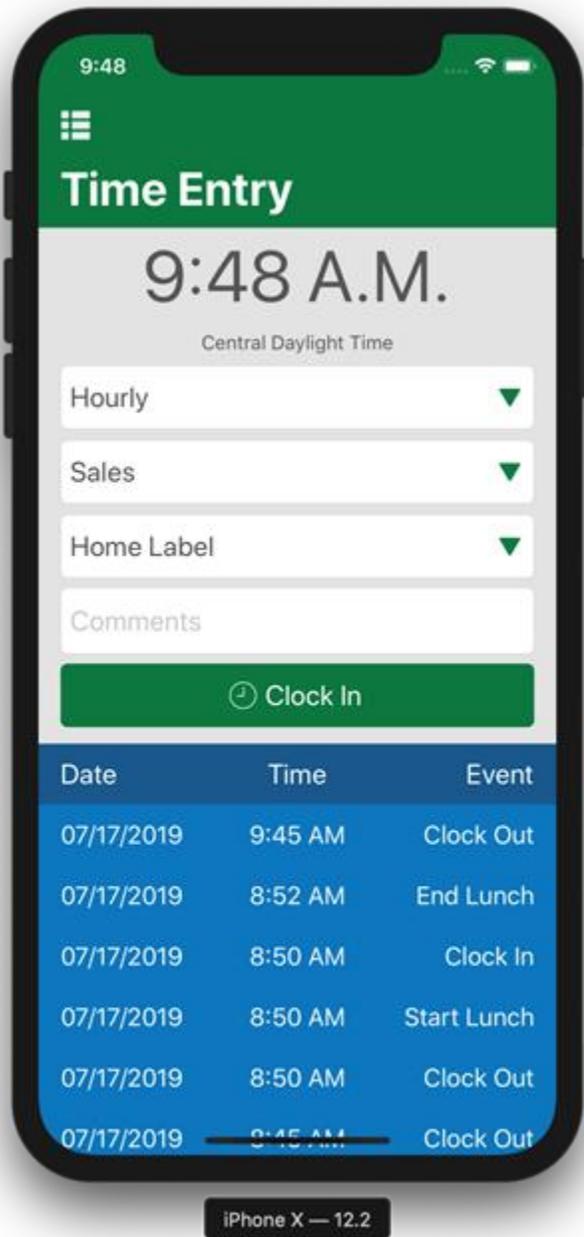


These changes are also reflected in both mobile apps as well as the kiosk.

iOS:



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

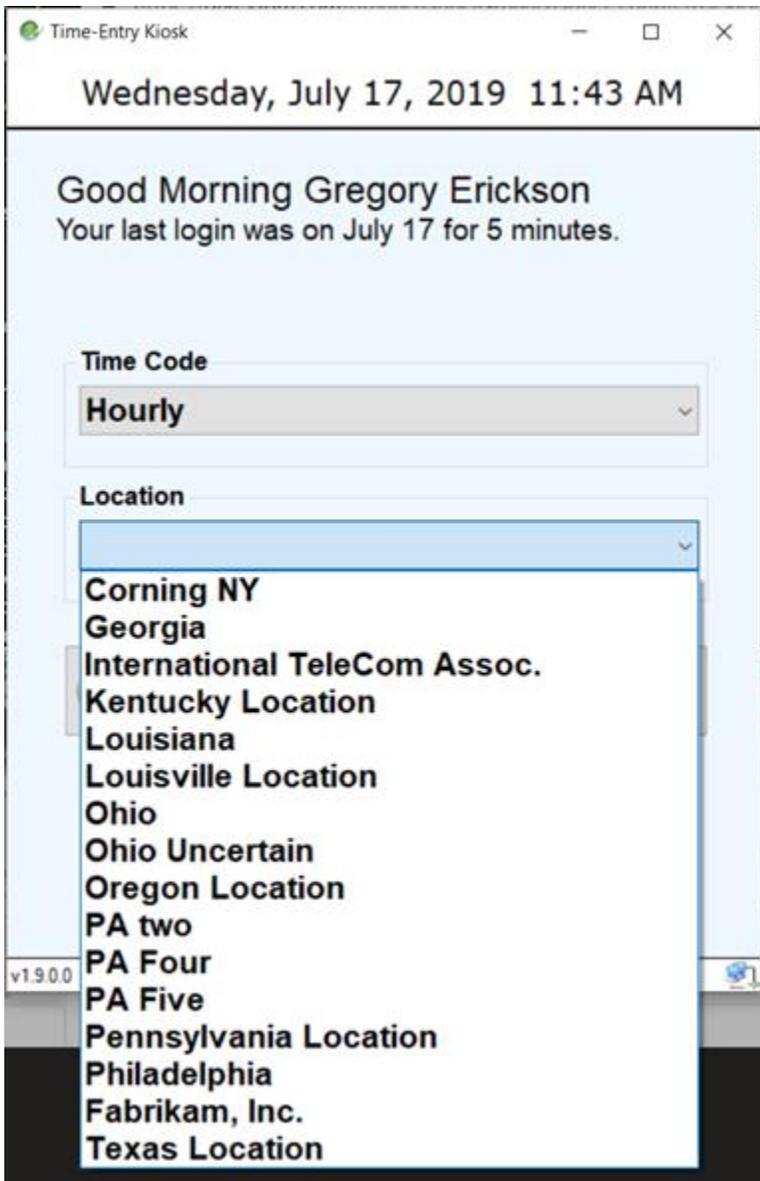
11:00 am  
Eastern Standard Time

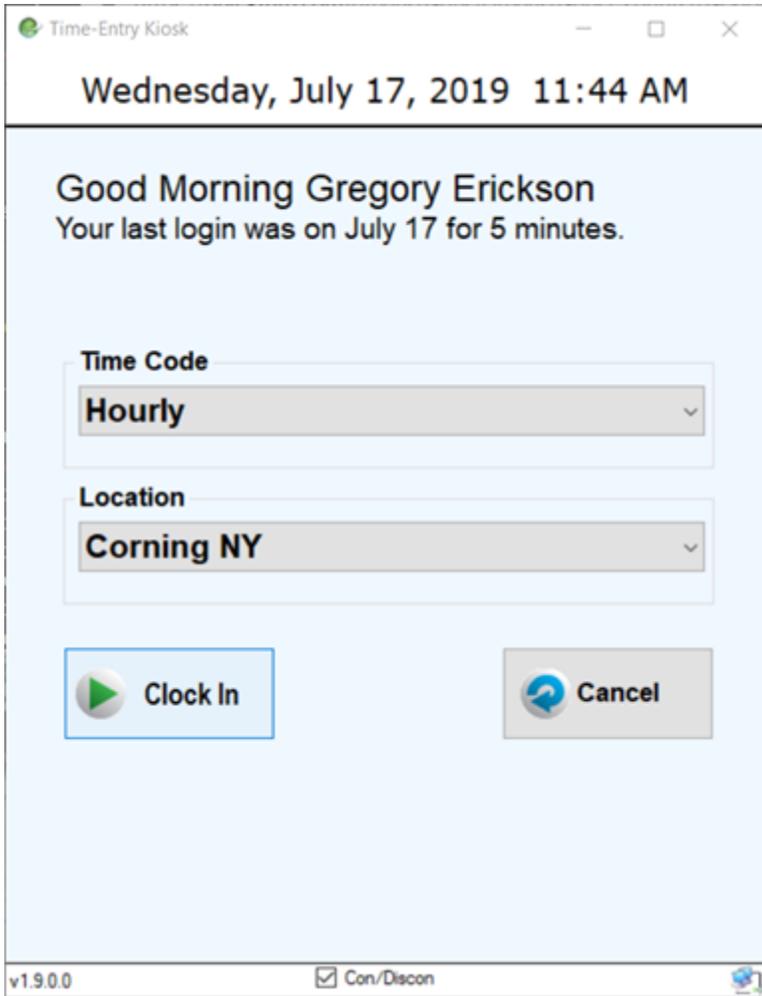
Time Code: Hourly  
Location: Corning NY

**CLOCK OUT**

Date	Time	Event
07/17/2019	11:00 AM	Clock In

Kiosk:





## 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:

# Account Creation

Please provide an email address that will be used to log in and for password resets.

Choose a password that meets the following minimum requirements. Your password must contain:

- at least 6 characters
- at least one uppercase letter
- at least one number

 Continue

[Skip Account Creation](#)

If you have previously created an account, please click [here](#) to login.

## 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

## GreenEmployee Release Notes

- 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).

The screenshot displays the GreenShades Employee Management interface. The top navigation bar includes links for Home, Employees, Pay History, Tax Service, Year-End Forms, Reports, and Settings. The left sidebar lists various management options: Employees, Profile (4), Pay History, Timesheets (with 'Timesheet Review Center' highlighted in a red box), Current Clock-Ins, Time Off (53), Benefits (392), Documents (35), Expense Reports (3), and Evaluations (326). The main content area is titled 'Timesheet Review Center' and features a filter for 'Pay Period End Date' set to '11/20/2017'. Below the filter, a section titled 'Timesheets Ending on November 20, 2017' contains a pie chart showing 8 'In Progress' timesheets (yellow) and 0 'Not Started' timesheets (grey). To the right of the chart are management buttons: 'Submit All' (8 In Progress Timesheets), 'Approve All' (0 Submitted for Review Timesheets), and 'Send All to Payroll' (0 Approved Timesheets). At the bottom, a 'Details' section has tabs for 'Timesheets', 'Current Clock-Ins', and 'Entries', with a message indicating 'Current Clock-Ins has been moved to a new page.'

The screenshot shows the 'Employee Management' interface. On the left is a navigation menu with options: Employees, Profile, Pay History, Timesheets, Timesheet Review Center, Current Clock-Ins (highlighted with a red box), and Time Off. The main content area is titled 'Current Clock-Ins' and contains a table of employees currently clocked in. The table has columns for 'Employee' and 'Clocked Department'. Below the table is a pagination control showing 'Pages: 1 - 1 (7 items)'.

Employee	Clocked Department
<a href="#">Edit</a> Siebert, Everette	SUP
<a href="#">Edit</a> Degennaro, Jon	HR
<a href="#">Edit</a> Chesnut, Ocie	SUP
<a href="#">Edit</a> Nanney, Rosette	SUP
<a href="#">Edit</a> Leyendecker, Ayanna	SALE
<a href="#">Edit</a> Henrichs, Kenton	SUP
<a href="#">Edit</a> Paquette, Creola	SUP

### 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 2<sup>nd</sup> 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 5<sup>th</sup> 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.