

# GreenEmployee.com

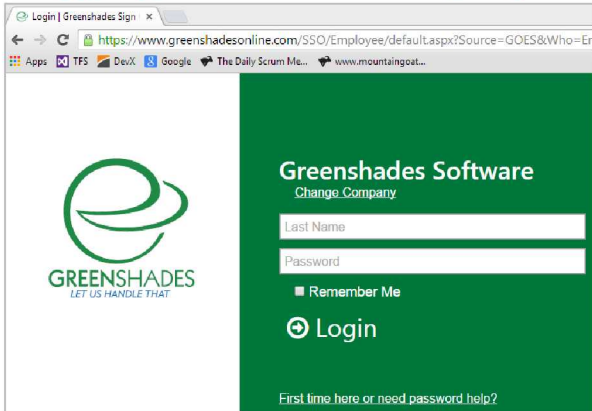
## *Login and Navigation*

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*This quick-start guide describes how an employee logs into GreenEmployee.com, views basic account settings and navigate to various modules.*

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## Logging in to GreenEmployee.com



You will receive a link from the payroll department that takes you directly to a sign-in page. The corporate logo will be featured prominently on this page and you should also see a picture of a closed padlock (🔒) in the navigation bar of your browser, indicating the site is secure. If you see a page asking to select your company, please enter your company's name and select your company.

### Create an Account

To create an account, you will first need to provide an email address and a password, and then you will need to follow a two-step process

to confirm your employment information within the website. If you do not wish to create an account, you can access your account without an email but you will go through a two-step process to confirm your identity with the system each time you access.

Identity confirmation is a two-step process: The first step will require your Social Security Number or Employee ID, and your Date of Birth or Last Name. The second step will confirm your identity through one of the Identity Confirmation options your administrators have configured.

Once you create an account, you can log in using your email address and password at greenemployee.com and the mobile apps.

## Welcome Wizard

The first time you visit GreenEmployee.com you may go through a Welcome Wizard. Your administrators enable the pages and the information contained in this wizard. Welcome Wizard screens you may see include:

- Verification of your email address, setup of notifications when new documents are available for review, or other actions that have been approved.
- Choosing your preference for receiving certain financial documents online instead of through the mail.
- Setting up one or more direct deposit accounts for payroll.
- Verification of your address and contact information, as well as ensuring the address matches USPS records.
- Filling out your W-4.

Regardless of the exact content of your Welcome Wizard, all of these settings (and more) may be viewed or changed later by clicking on Account Settings in the top left of any GreenEmployee.com.

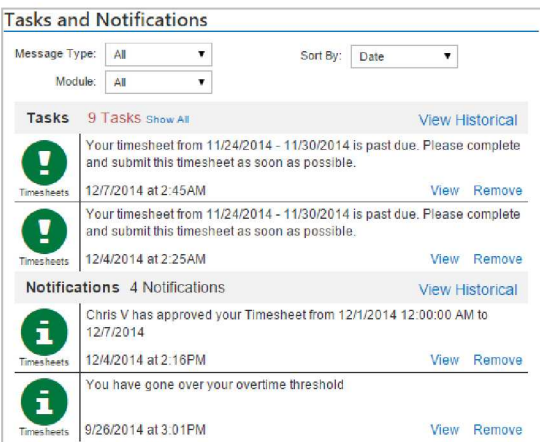
# Your GreenEmployee.com Homepage

Your GreenEmployee.com homepage will be populated by a number of widgets, which can include information about your most recent paystub, the weather in your local area, employees in your department/company that will be out of the office this week, and more. The exact content is set up by your administrators, but all users will see at least two widgets: the Bulletins widget and the Tasks and Notifications widget. All widgets can be dragged around the screen or removed via the Homescreen tab under Account Settings (the Bulletins and the Tasks and Notifications widgets cannot be removed).

## Bulletins

Any company-wide announcements will be displayed prominently in the Bulletins section. These announcements may include items such as a policy change, details about an upcoming event, or a company newsletter.

The Bulletins will automatically rotate if there are multiple, or they can be manually navigated. All Bulletins can be opened to a larger view with the “Read More...” link at the bottom of the widget. The Bulletins can also include attachments for users to download.



## Tasks and Notifications

The Tasks and Notifications widget (also called “Messages”) displays information about new paystubs, documents awaiting your review, or items that your supervisor or HR department wishes to bring to your attention. There are two kinds of messages: Tasks and Notifications. Tasks are items that need you to make an action, e.g. a reminder to submit a past-due timesheet. Notifications are messages to let you know of something, e.g. a Time Off request being approved. You may access most of these documents directly by clicking on the “View” link at the end of the message itself. Clicking Remove will delete the message from our widget. Please see the Messages Quick Start Guide for more information on the many features of this widget.

## Basic Navigation

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



The navigation items may vary, depending on your company’s settings and/or your access level.

- Employee Home will return you to the GreenEmployee.com Homepage.
- HR Profile will allow you to update information about yourself, your address, and your dependents.
- Timesheet takes you to an electronic timesheet where you can log hours and submit to payroll.
- Time Off is used to make a new request for paid or unpaid time off and to review prior requests.
- Pay History allows you to review past of paystubs and W-2s.
- The Documents dropdown takes you to an electronic library of your W-4 form, Direct Deposit sign-up sheet, and other documents, as well as Expense Reporting and you Employee Evaluations.
- Employee Management is a section for managers to view subordinate information and review pending.

## Leaving GreenEmployee.com

Once you have completed your visit to GreenEmployee.com click the "Sign Out" link in the top right of the page. This is especially important if you share a workstation with one or more employees who may be using the terminal once you are finished. Merely closing the browser or minimizing your browser leaves your information vulnerable to another person who may arrive at the workstation immediately after you leave. For your information security, all users are directed to click "Sign Out" once they have completed using GreenEmployee.com.

