



Welcome to the Grand Forks Park District!

Read Instruction Steps Carefully:

There are two steps of payroll forms you need to fill out. **Step 1** your supervisor will give you. **Step 2** you will complete online.

Step 1. Give to your supervisor the completed payroll forms below:

- **Employee Record Form.** Form is attached
- **Form I-9.** Employee fills out Section 1. Bring your Acceptable Documents from the list.
 - **Form I-9** can be found on our website: www.gfparks.org under Employee Resources
- If you are 14 or 15 years of age, **Minor Form (Employment & Age Certificate).**

Step 2. Once the Payroll Department has processed your payroll forms from Step 1 (may take 1-3 business days):

- You will receive an email Link for **Step 2.**
 - Follow the steps to complete your online payroll forms.
 - Once these online forms are complete, they will be sent to the Payroll Department for processing.

Other Items:

vIDix Labor (Employee Timekeeper) is the system that we use to track the hours that you work.

Payroll forms and instructions:

- **Employee Record Form**
- **Employee Timekeeper Instructions** to punch in and punch out.
- **Form I-9**
- **Minor Form (Employment & Age Certificate)**
- **Pay schedule, Labor Laws, Safety Manual, Personnel Manual, and more!**

All items can be found on our website: www.gfparks.org/EmployeeResources

****IT IS POSSIBLE THAT YOU MAY NOT RECEIVE YOUR FIRST PAY FOR THREE WEEKS****

Revised: 4/25/2023

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P.O. Box 12429, Grand Forks, North Dakota 58208

ENHANCING LIVES

SINCE 1905



EMPLOYEE RECORD FORM

Position:		
Full Name:		Age:
Cell Phone: ()	Email:	
<i>In case of emergency notify</i>		
Name:	Relationship:	Phone: ()
Have you ever worked for the Grand Forks Park District before? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Position Held:		When:
<input type="checkbox"/> Check box if: YES, I am 14 or 15 years of age. I have attached a completed Minor Form .		
Step 2 link with instructions #1 - #9 will be emailed to you. Remember to check your email!		
X Signature of Employee:		Date:

SUPERVISOR		
Job Title/Charge Dept:	Pay Rate:	First day of work Date:
X Signature of Supervisor/Manager:		Date:
X Signature of Executive Director:		Date:

Payroll Department
<p>1. Action: Verify paper payroll forms: Form I-9____ Minor____</p> <p>2. <u>New employee</u>: Email the New GreenEmployee Payroll link. Link sent _____</p> <p>2. <u>Returning employee</u>: Activate in GP and enter 1st day of work as Adj Hire. Sync In Greenshades, assign employee a New GreenEmployee workflow. Email: gfparks.greenemployee sign in link. Link sent _____</p> <p>3. <u>Once 'Workflow Completed' in Greenshades. 'Review'</u>. <u>Enter: Dept / Position / Pay Rate</u></p> <p style="margin-left: 40px;"> *Direct deposit ____ FedW-4____ NDW-4____ or Form NDW-R____ and MNW-4____ (If only Federal W-4 and no state, default is ND) (If Form NDW-R only, then ND is exempt and no MN) (If returning employee and already state created , no change) </p> <p>*Background date submit _____ & pass _____. ND Child Support _____.</p> <p>*Enter Background date in GP. Verify Adj Hire Date for Timekeeper.</p> <p style="text-align: right;">Revised 6/7/2022</p> <p>Greenshades: Direct Deposit, W-4, Background, Safety Personnel, Designated Medical, ACA</p>

EMPLOYEE TIMEKEEPER Instructions - punch in and punch out

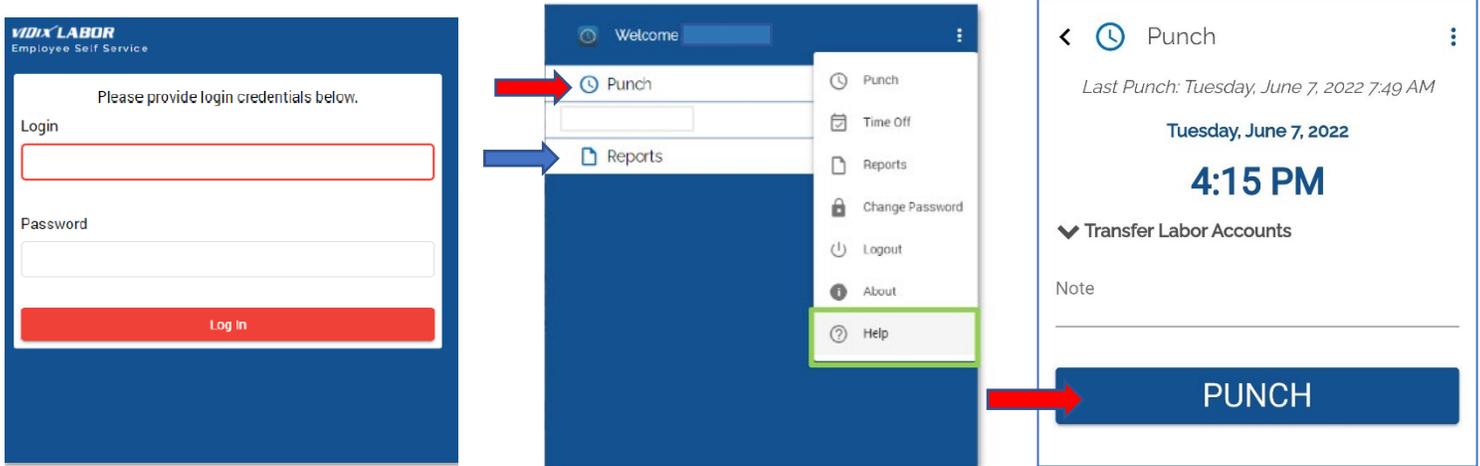
- **vIDix Labor** is the system that we use to track the hours that you work.
- Go to website www.gfparks.org – Employee Resources
- Under Employee Timekeeper click **Punch In & Out Here**
- Enter Username & Password



Username is: *gfp.
 *First 4 letters of your last name;
 *First 2 letters of your first name;
 *001 (zero, zero, one)

Example: John Deerson. User Name: **gfp.deerjo001** Password: Last 4 digits of your phone number

- Click the icon: **Log in**



- For additional information on how to use vIDix Labor Employee, navigate to the help screen from the menu in the upper right. Here you will find a user guide and video tutorials.
Note: Your account may take 1-2 days to be created by the Payroll Department.

www.gfparks.org/EmployeeResources