

GREENEMPLOYEE/Instructions

How to update employee payroll information and view paystubs/W-2

- GreenShades is the website we use for employee payroll information.
- This is the same company we use for GreenEmployee Onboarding Step 2 to fill out payroll paperwork.
- You cannot log into your GreenEmployee account until your first paycheck, only then will your account be activated.

- To access your GreenEmployee account:
 - Go to our website www.gfparks.org – Employee Resources
 - Scroll down to GreenEmployee (GreenShades) and Click on Web Login
 - Log in: Enter your Email address & Password if you have logged into your GreenEmployee before. Can't remember your password? Just reset it.
or
Create an Account: if you have never logged into your GreenEmployee account before.

- Once logged into your account, you can view and update:
 - View paystub and W-2
 - Update address
 - Change direct deposit
 - Change payroll tax withholdings
 - Federal W-4
 - ND W-4
 - MNW-4 and ND NDW-R form taxes withholding
 - Account Settings
 - Receive text and email notifications for paystubs.
 - Electronic Year End W-2 & 1095-C Distribution Preference

- Download the GreenEmployee app: **Green Employee** Company code: **Gfparks**
 - **For security reasons, you cannot Search for our company in the app, company code must be entered.**
 - The GreenEmployee app only allows you to view your paystubs and W-2. You are not able to update your employee payroll information from the GreenEmployee app, only from the GreenEmployee website.

