

# EMPLOYEE PORTAL TIMEKEEPER (clock in/out)



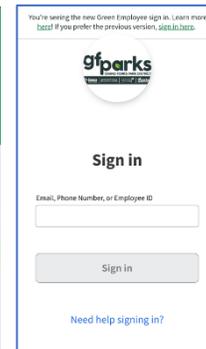
- **Greenshades** is the **Employee Portal** system that we use to track the hours that you work.
- After the Payroll Department has approved Step 2, (may take 1-2 business days), your **Greenshades Employee Portal** will be activated, and you will now be able to clock in/out when you work.
- Access your **Greenshades Employee Portal** login, located **ONLY** on our Gfparks.org website. Use the App or Website. [www.gfparks.org](http://www.gfparks.org) – **Employee Resources** (top tab)

## ➤ **Greenshades app**

- Time Entry - clock in\*/out
- Pay Statements
- Tax Forms W-2

## ➤ **Greenshades Website**

- Time Entry - clock in\*/out
- Pay Statements
- Timesheets – view current and past
- Tax Forms W-2
- Update direct deposit, Documents such as Federal W-4, State W-4, etc.,
- View Company Bulletins



These views are from a mobile device on Greenshades app and website.

## ➤ **Clock In**

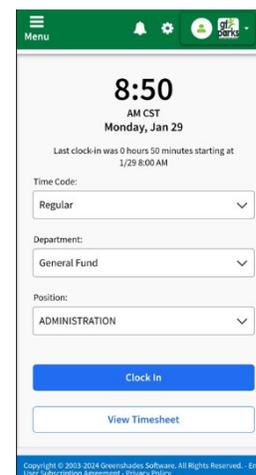
- Time Code – this stays Regular.
- Department – Defaults on Home Account. \*
- Position – Defaults on Home Account. \*
- **Clock In** – once clocked in, will change to Clock out.
- **View Timesheet** – View clock in/out activity.

\*Department or Position only needs changing if you work in multiple positions within the Park District. Verify with your supervisor.

## ➤ **Menu** (upper right corner)

- Pay History (pay stubs, direct deposit)
- Documents (Federal/State W-4, My Documents such as Medical Provider, Background check)
- Timesheets

## ➤ **Settings** (top middle) – Manage email and password, Notifications, Two-Factor Authentication, etc.



This view is from a mobile device on Greenshades website. It will look different when viewing from Greenshades app.

**If you are currently clocked in, this clock in will not show up in your Timesheet until you have clocked out.**