

Greenshades Employee Portal Instructions

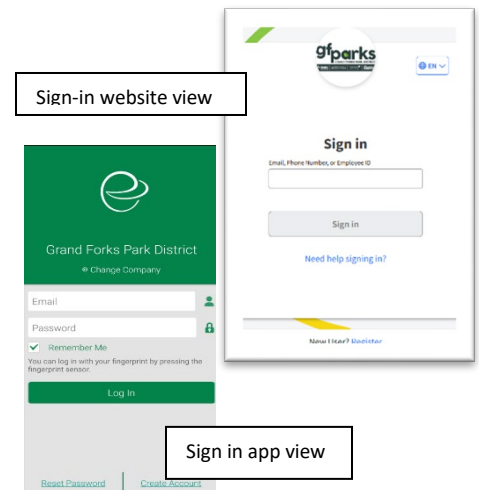


- **Greenshades** is the **Employee Portal** system that we use for payroll.
- After the Payroll Department has approved Step 2, (may take 2-3 business days), your **Greenshades Employee Portal** will be ready for you to clock in/out when you work.
- Access your **Greenshades Employee Portal Website or App** located **ONLY** on our www.gfparks.org website under Employee Resources.
 - **DO NOT GOOGLE THIS LINK.**
 - First time logging into your Greenshades Employee Portal after Step 2? Select **New User? Register**. Otherwise just Sign in.
 - If you forgot your password, select [need help signing in?](#) to reset password.
 - Follow the prompts and enter in your information to activate your account.
 - You will need to enter your phone number for 2-factor.

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. This is not common. Verify with your supervisor.



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
- Notifications

Greenshades app

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

