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. <u>Give to your supervisor the completed payroll forms below</u>:
- ➢ **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 with Instructions #1 - #9.**
  - • Retrieve this link on a computer only. Not set up for mobile devices at this time.
  - • Follow the **Online Payroll/Onboard Instructions #1 - #9** to complete your online payroll forms.
  - • Once these online forms are complete, they will be sent to the Payroll Department for process.

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**
- ➢ **GreenEmployee Onboard Instructions**
- ➢ **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

EMPLOYEE RECORD FORM

Position:	
Full Name:	**Age:**
Cell Phone: ( )	**Email:**

In case of emergency notify
Name: **Relationship:**   **Phone: (   )**

Have you ever worked for the Grand Forks Park District before?   ☐ **YES**   ☐ **NO**

Position Held: **When:**

☐   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

1. Action: Verify paper payroll forms**:** Form I-9_____   Minor___

2. New employee: Email the New GreenEmployee Payroll link. Link sent_____

2. Returning employee: 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____

3. Once 'Workflow Completed' in Greenshades. 'Review'.   Enter: Dept / Position / Pay Rate

   *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)

 *Background date submit_____ & pass _____. ND Child Support_____.

   *Enter Background date in GP. Verify Adj Hire Date for Timekeeper.

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Greenshades: Direct Deposit, W-4, Background, Safety Personnel, Designated Medical, ACA

Online Payroll/Onboard Instructions – Step 2

Greenshades/GreenEmployee is the system that we use for payroll forms and HR documents.
Once you have retrived your Step 2 link from a computer:

New Employee Instructions:
- Enter Email and password.
- GreenEmployee will then send you a verification email to verify your email.
- Inside this new verification email, Click the link '**Continue GreenEmployee Account Setup.**
- Provide basic information to continue.
- Follow below instructions #1-#9.

Returning Employee Instructions (have worked here after 2015):
- Log In or Create an Account.
- Follow below instructions #1-#9.

#1. Notification Setup:
- Don't change anything on this page. Keep the defaults as is. Next.

#2. Profile Setup:
- Enter Middle Name, Gender Type, and Ethnic Origin. Submit/Next.
- Enter Cell Phone and Email. Submit/Next.
- Add any contacts if needed. Submit/Next.

#3. Direct Deposit Setup:
- Add New Account
- Enter Routing Number, Account Number, Type, How much.
- Upload any of the following that shows proof from your bank of your Routing Number and Account Number.
  - **Ex: photo of voided check, screenshot of banking app information, bank letter.**

#4. W-4 Setup: – Federal W-4 and State W-4"
- Select 'Show me the Federal W-4 form…'
- Complete Federal W-4 Form and Submit.
- Next, select **North Dakota W-4**. – <mark>**This step gets missed a lot.**</mark>
  - This W-4 will look identical as the Federal W-4
  - Only it'll say **'Use for North Dakota'** on the top.
- Fill out form and submit.
- Select 'I'm finished completing withholding forms'.

> ****Steps for Minnesota residents wanting Minnesota taxes withheld.**
> - Do not select North Dakota W-4
> - Select Form **North Dakota NDW-R** and complete.
> - Select 'Additional Forms Available' and select **Minnesota W-4MN**.
> - Complete Form. If these 2 forms are not completed, ND taxes will be withheld.

#5. Background Check, Summary, Instructions
- Fill out all boxes. Type in Signature as it appears. Sign & Continue.

#6. Safety & Personnel Form
- Type signature, type name, date. Type in Signature as it appears. Sign & Continue.

#7. Designated Medical Provider
- Type signature, type name, date. Enter in provider if needed. Type in Signature as it appears. Sign & Continue.

#8. ACA Federal Health & Reform notice
- Read. Complete & Continue.

#9. W-2 & 1095-C Preference/Consent
- Type code in 2. Select how to receive W-2. Complete & Continue.

Once these steps are complete, you will be redirected to your Dashboard in GreenEmployee.
Your online payroll forms have been sent to the Payroll Department to be processed.

Revised: 6-7-2022

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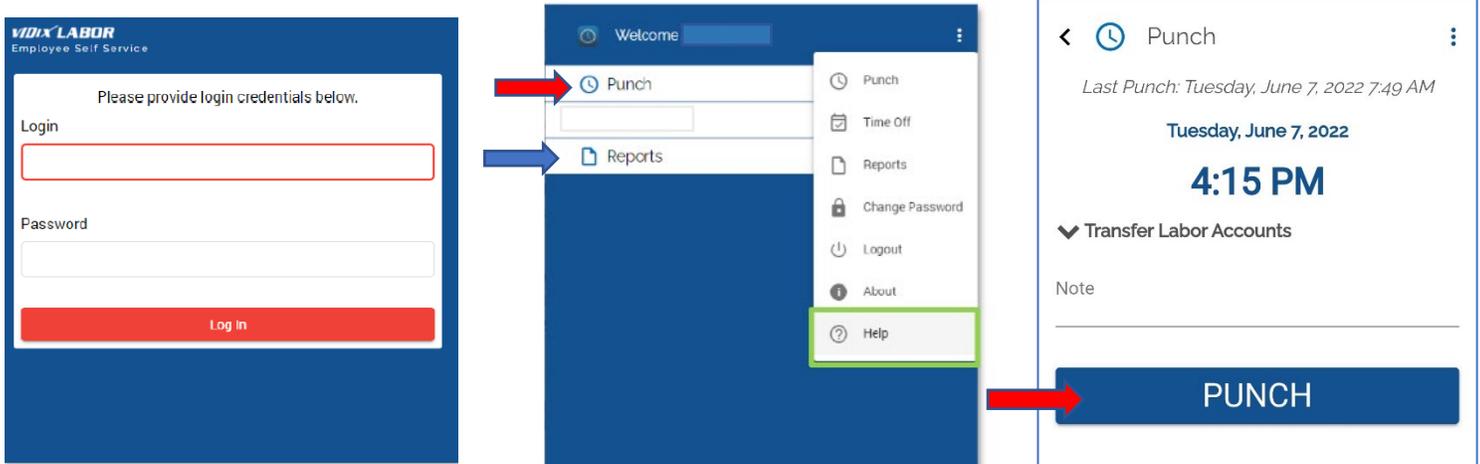
➢ For additional information on how to use vIDix Labor Employee, navigate to the help screen from the menu in the upper right. Here you will find a user guide and video tutorials.
Note: Your account may take 1-2 days to be created by the Payroll Department.

www.gfparks.org/EmployeeResources