



## Welcome to the Grand Forks Park District!

### Read Instruction Steps Carefully:

There are two sets 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](http://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.
  - Log In or Create an Account.
  - 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.
  - #4 Instruction gets missed a lot. **Set up a North Dakota state W-4 \*\***
    - Log back into your GreenEmployee account: <https://gfparks.greenemployee.com/>
    - Go to: Documents/Document Library
    - Select 'Manage your W-4'
    - Select 'Create W-4'
    - Select **North Dakota W-4**
      - 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, check box 'Under Penalty...', Signature as it appears. Submit

**\*\*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.

### Other Items:

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

Payroll forms and instructions can be found on our website: [www.gfparks.org/EmployeeResources](http://www.gfparks.org/EmployeeResources)

- **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!**

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

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**ENHANCING LIVES**

**SINCE 1905**



## Online Payroll/Onboard Instructions – Step 2

Greenshades/GreenEmployee is the system that we use for payroll forms and HR documents. Once you are logged in, follow the 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**. – **This step gets missed a lot.**
  - 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.

## EMPLOYEE TIMEKEEPER Instructions - punch in and punch out

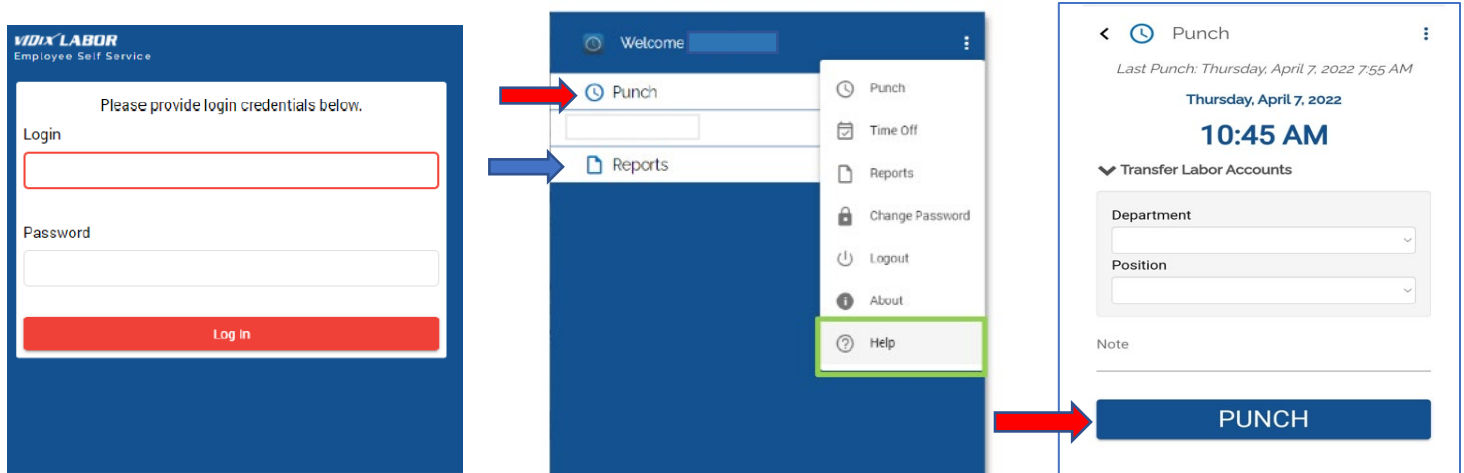
- **vIDix Labor** is the system that we use to track the hours that you work.
- Go to website [www.gfparks.org](http://www.gfparks.org) – Employee Resources
- Under Employee Timekeeper click **Punch In & Out Here**
- Enter Username & Password

**VIDIX LABOR** Powered by CelériTime

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](http://www.gfparks.org/EmployeeResources)