

## Employee Payroll Steps Instructions

### 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.** Give to your supervisor the completed two payroll forms below (All forms found on our website):

- **Employee Record Form.**
- **Form I-9.** Employee fills out Section 1. Bring your Acceptable Documents from the list.
  - **Form I-9** can be found on the Gfparks.org website.
- If you are 14 or 15 years of age, you must also complete **Minor Form (Employment & Age Certificate).**

**Step 2.** After the Payroll Department has processed your payroll forms from Step 1 (may take 1-2 business days):

- You will receive an email Link for **Step 2** with instructions. Complete Link for **Step 2**.
  - Your completed Link for **Step 2** is sent to the Payroll Department for approval.
  - After your Step 2 is approved by Payroll, your Greenshades Employee portal is activated to clock in\*/out.

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Visit the website: [www.Gfparks.org/EmployeeResources](http://www.Gfparks.org/EmployeeResources)

- **Greenshades Employee Portal** login website and app
- **Employee Record Form**
- **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\*\***

Rev: 1/29/2024

## EMPLOYEE RECORD FORM

<b>Position:</b>		
<b>Full Name:</b>		<b>Age:</b>
<b>Cell Phone:</b> (      )	<b>Email:</b>	
<i>In case of emergency notify</i>		
<b>Name:</b>	<b>Relationship:</b>	<b>Phone:</b> (      )
<b>Have you ever worked for the Grand Forks Park District before?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Position Held:</b>		<b>When:</b>
<input type="checkbox"/> Check box if:    YES, I am 14 or 15 years of age. I have attached a completed <b>Minor Form</b> .		
<b>Step 2</b> link will be emailed to you. Remember to check your email!		
<b>X Signature of Employee:</b>		<b>Date:</b>

<b>SUPERVISOR</b>		
<b>Job Title/Charge Dept:</b>	<b>Pay Rate:</b>	<b>First day of work Date:</b>
<b>X Signature of Supervisor/Manager:</b>		<b>Date:</b>
<b>X Signature of Executive Director:</b>		<b>Date:</b>

<b>Payroll Department</b>
<p>1. Action: Verify paper payroll forms: Form I-9____ Minor____</p> <p>2. <u>New employee</u>: Email the New GreenEmployee Payroll link. Link sent _____</p> <p>2. <u>Returning employee</u>: Activate in GP and enter 1<sup>st</sup> day of work as Adj Hire. Sync In Greenshades, assign employee a New GreenEmployee workflow. Email: gfparks.greenemployee sign in link. Link sent _____</p> <p>3. <u>Once 'Workflow Completed' in Greenshades. 'Review'.</u>                      <u>Enter: Dept / Position / Pay Rate</u></p> <p style="margin-left: 40px;">           *Direct deposit _____ FedW-4 _____ NDW-4 _____ or _____ Form NDW-R _____ and MNW-4 _____  <small>(If only Federal W-4 and no state, default is ND)                      (If Form NDW-R only, then ND is exempt and no MN)</small>  <small>(If returning employee and already state created , no change)</small> </p> <p>*Background date submit _____ &amp; pass _____. ND Child Support _____.</p> <p>*Enter Background date in GP. Verify Adj Hire Date for Timekeeper.</p>
Revised 5/1/2023
Greenshades: Direct Deposit, W-4, Background, Safety Personnel, Designated Medical, ACA

## EMPLOYEE PORTAL TIMEKEEPER (clock in/out)



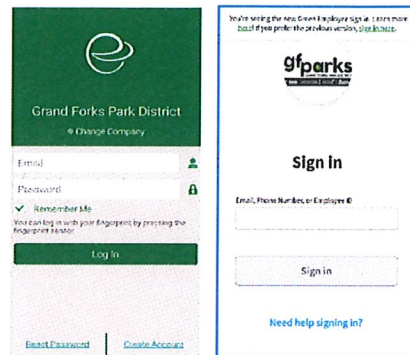
- **Greenshades** is the **Employee Portal** system that we use to track the hours that you work.
- After the Payroll Department has approved Step 2, (may take 1-2 business days), your **Greenshades Employee Portal** will be activated, and you will now be able to clock in/out when you work.
- Access 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**

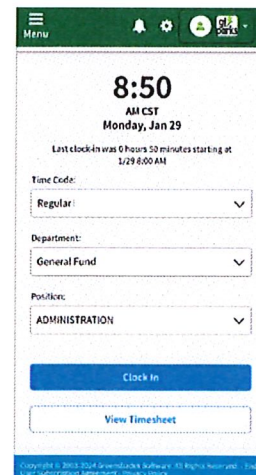
- Time Code – this stays Regular.
- Department – Defaults on Home Account. \*
- Position – Defaults on Home Account. \*
- **Clock In** – once clocked in, will change to Clock out.
- **View Timesheet** – View clock in/out activity.

\*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.