

Employee Payroll Steps Instructions

Read Instruction Steps Carefully:

There are two steps to the payroll onboarding process that you need to complete before you begin working. **Step 1**, your supervisor will give you or can be found on our website. **Step 2** you will complete online.

Step 1. Before you begin working, give to your supervisor the completed two payroll forms below. All **Step 1** forms can also be found on our website: www.gfparks.org under Employee Resources tab.

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

Step 2. Once your supervisor turns in your Step 1 forms to the Payroll Department, (may take 2-3 business days):

- You will receive an email from the Payroll Department a link for **Step 2** with instructions.
- Things to pay close attention:
 - Step 2 can be done on a mobile device, but a computer may be easier to view documents on the screen.
 - You will need your direct deposit information.
 - State W-4: we withhold North Dakota (ND) and Minnesota (MN) payroll tax.
 - If you have a ND address: fill out **NDW-4 only**.
 - If you have a MN address: fill out **MNW-4 and NDW-R**. Because you will work in ND, by law you will also have ND payroll tax withheld, unless you fill out **NDW-R**.
 - If you have any other state address: fill out **ND-4 only**.
 - Background Check form: make sure to enter all boxes with asterisk(*) to submit the form.
 - Once you finish Step 2, you will no longer use this Step 2 link.
- Complete Link for **Step 2**.
- Payroll Department will approve your **Step 2**. This may take 2-3 days.
- To log into your Greenshades Employee Portal after it is approved, see Greenshades Employee Portal instructions.

Visit our website: www.Gfparks.org, [Employee Resources tab](#)

- **Step 1** forms
- **Greenshades Employee Portal** login website and app
- **Employee Record Form**
- **Form I-9**
- Minor Form (Employment & Age Certificate)-age 14 and 15 years of age.
- Pay schedule, Labor Laws, Safety Manual, Personnel Manual, and more!

Rev: 4/30/2026



EMPLOYEE RECORD FORM

Position:	
Full Name:	Age:
Cell Phone: ()	Email:
<i>In case of emergency notify</i>	
Name:	Relationship: Phone: ()
Have you ever worked for the Grand Forks Park District before? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Position Held:	When:
<input type="checkbox"/> Check box if: YES, I am 14 or 15 years of age. I have attached a completed Minor Form .	
Step 2 link 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
<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 1st 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. Once 'Workflow Completed' in Greenshades. 'Review'.</p> <p style="padding-left: 40px;">Direct deposit ___ FedW-4 _____</p> <p style="padding-left: 80px;">NDW-4 or Form NDW-R and MNW-4</p> <p style="padding-left: 80px;">(ND resident: NDW-4 only) (MN resident: must have NDW-4, otherwise withhold both MN and ND)</p> <p>Background date submit _____ & pass _____. ND Child Support _____.</p> <p>Enter Background date in GS. Verify Adj Hire Date.</p>
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Greenshades Employee Portal Instructions

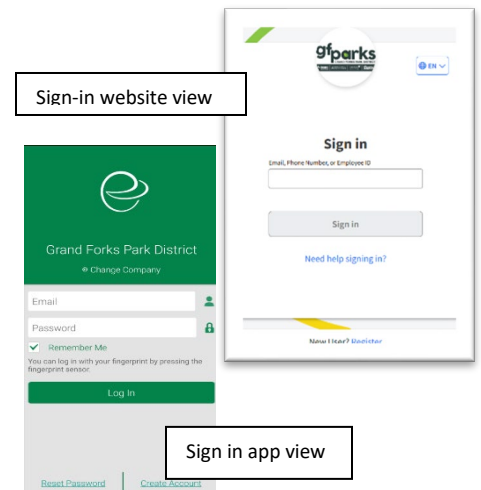


- **Greenshades** is the **Employee Portal** system that we use for payroll.
- After the Payroll Department has approved Step 2, (may take 2-3 business days), your **Greenshades Employee Portal** will be ready for you to clock in/out when you work.
- Access your **Greenshades Employee Portal Website 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

