

GREENEMPLOYEE/Instructions –

How to update employee payroll information and view paystubs

* GreenEmployee is the website we use for your employee payroll information.
* This is the same company we use for your GreenEmployee Onboarding when you were first hired.
* Your GreenEmployee account will not be activated until your first paycheck.
* To access your GreenEmployee account:
* Go to website [www.gfparks.org](http://www.gfparks.org) – Employee Resources
* Scroll down to GreenEmployee and Click on Web Login
* Enter your Email address & Password. Or “Create an Account” if you have never created one.

 This is the same **email address and password** for your GreenEmployee Onboarding when you were hired.

* Once you can access your account you are able to update and view many items:
	+ Update address
	+ Change direct deposit
	+ View paystubs
	+ View W-2s
	+ Change payroll tax withholdings –
		- Federal W-4
		- ND W-4
		- MNW-4 and ND NDW-R form taxes withholding
* Account Settings:
	+ - Receive text or email notifications for paystubs.
		- Electronic Year End W-2 & 1095-C Distribution Preference

* You can Download the app: **GreenEmployee**  Company code: **Gfparks**
* The GreenEmployee app only allows you to view your paystubs and W-2. You are not able to update your employee payroll information from the GreenEmployee app.

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