Greenshades Instructions

1) Once employee is activated within Greenshades (completed by Greenshades Admin), employee will be required to set up a password and complete an authentication process for their account at https://bcom.greenemployee.com
2) Copy and paste link as a short cut on your desktop for easy access to clocking in/out and requesting time off.

CLOCKING IN/OUT (Hourly Employees)

1) Employee will click the clock in/out button when clocking in/out for their shift and in/out for their lunch. If any comments are required, they will need to be input prior to selecting the clock in/out button. If edits are needed to be made, employee will need to contact their supervisor who has the ability to edit the timecard. In the absence of the supervisor, Employee can contact the Office of Human Resources for edits.
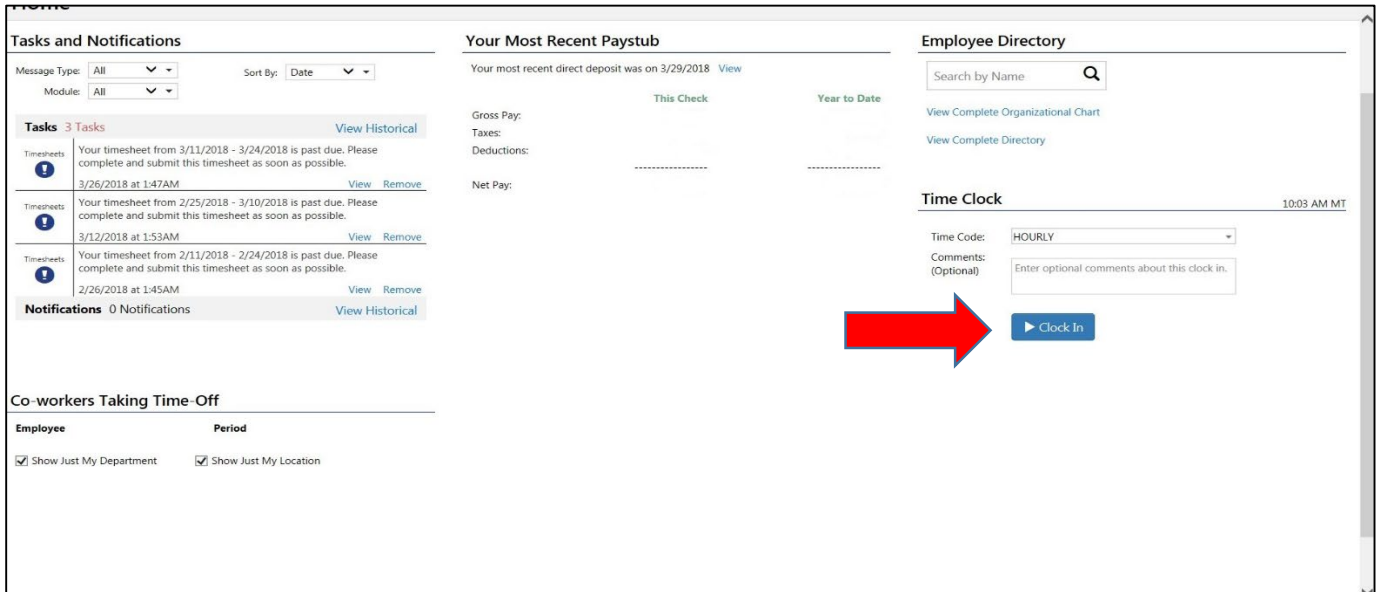
2) At the end of the pay period, employee will submit their timecard for supervisor approval. Once submitted, the timecard will automatically route to the appropriate supervisor for approval. All timecards must be submitted and approved no later than the Monday following the end of the pay period (please see the BCOM Payroll Schedule available online under the forms section, for specific dates).
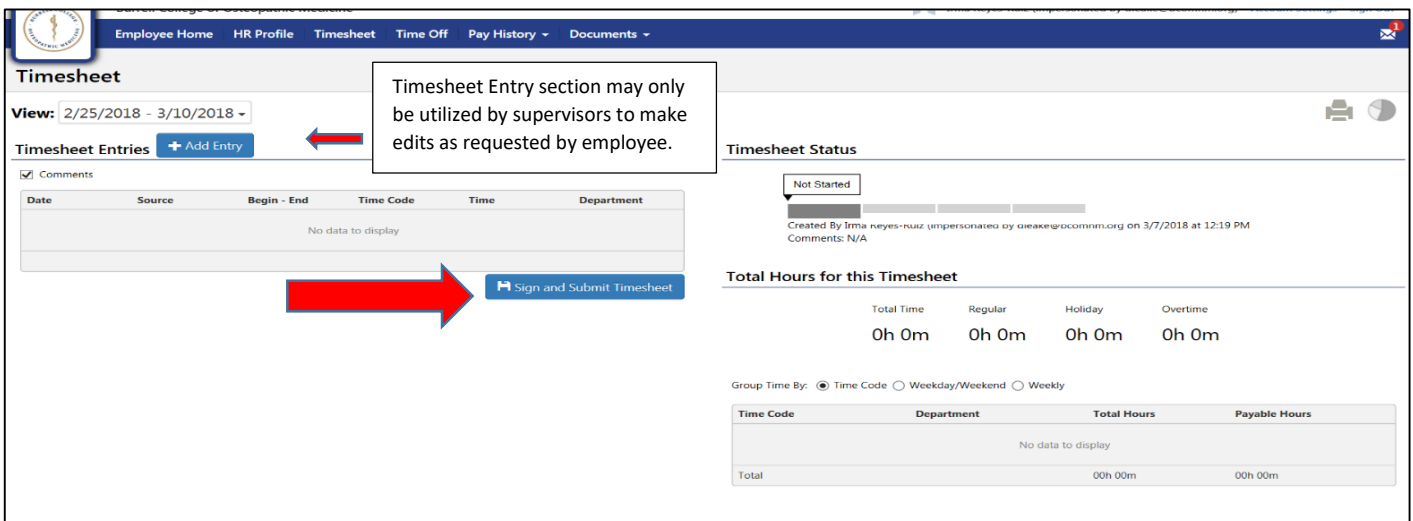
SUPERVISOR: TIME SHEET APPROVAL

1) Supervisor will receive an email notification that they have timesheet pending approval (NOTE: Email notifications must be turned on in the supervisor's "Employee Management" screen).
2) Supervisor will log into their Greenshades account.
3) Select Employee Management tab from the top of the screen.
4) On the left of the Employee Management screen, select Timesheets.
5) On the left of the Employee Management screen, select Timesheet Review Center.
6) All timesheets requiring review will be displayed in the center of the screen, Supervisor will review each timesheet individually and approve/submit no later than Monday following the end of the pay period.

NOTE: If an employee has requested an edit to be made to their timesheet, the Supervisor can make the requested edits in the Timesheet Review Center, but it must be completed prior to approval and submission of the timecard. Supervisor will open timesheet to be edited, select the time entry button to enter new time punches or they can select the date for the edit and enter corrections (see below).

Entry Management

Code:	HOURLY
Start Time:	03/07 8:00 AM
Stop Time:	03/07 4:00 PM
Comments:	(Enter a comment)

Save

View: 1/13/2019 - 1/26/2019 ▾

Timesheet Entries **+ Add Entry**

Click on the expand button next to the entry to display it's history of edits.

☑ Comments

Date	Source	Begin - End	Time Code	Time	Department
⊕ Mon 1/14/2019	🕐	8:00 AM - 11:50 AM	HOURLY	3h 50m	
Comments:					
⊕ Mon 1/14/2019	🕐	12:46 PM - 5:02 PM	HOURLY	4h 16m	
Comments:					
⊕ Tue 1/15/2019	🕐	8:06 AM - 11:30 AM	HOURLY	3h 24m	
Comments:					

✕ Delete All Entries   **✕ Delete Timesheet**   **💾 Sign and Submit**

SUBMIT TIME OFF REQUESTS (All Employees)

1) Log into Greenshades.
2) Select Time Off tab located at the top of the main page.

Employee Home	HR Profile	Timesheet	Time Off	Pay History ▾	Documents ▾		✉

Time Off

Instructions

Click here to view your company's complete time-off policy

Current Balances

Type	Current Balance ❓	Upcoming Usage ❓	Available Balance ❓	YTD Accrued ❓	YTD Used ❓
SICK	125.97	0.00	125.97	14.82	0.00
VACATION	167.82	0.00	167.82	24.70	9.00

Click here to view historical balances

Time-Off Requests **+ New Request**

☐ Show Comments

🔴 PDF Export   📊 Excel Export   ⚙ Add Columns

Type	Hours	Requested For	Date Requested	Request Status
All ▾	Filter	Filter	Filter ▾	All ▾
		No data to display		

Page 1 of 0 (0 items) ◀ ▶

Page size: 10 ▾

3) Select +New Request button.
4) Enter time off to include the start/end date, start time and total hours.
5) Select appropriate type of leave to be utilized.
6) If applicable, add comments.
7) Click Save. Request will be sent to Employee's Supervisor for approval.

SUPERVISOR: TIME OFF REQUEST REVIEW/APPROVAL PROCESS

1) Supervisor will receive an email notification that they have time off request pending approval.
2) Supervisor will log into their Greenshades account.
3) Select Employee Management tab from the top of the screen.
4) On the left of the Employee Management screen, select Time Off.
5) On the left of the Employee Management screen, select Pending Requests.
6) Supervisor will select the appropriate time off request, review and then approve or deny.

VIEWING EMPLOYEE PAYSTUBS AND STAFF EVALUATIONS

<u>**Paystubs**</u>

1) Employee will log into their Greenshades account, select the Pay History tab located at the top of the page.
2) Once the Pay History tab is open, employee will select Paystubs from the drop down list.
3) On the Paystub screen, employee will need to select the appropriate pay period to view.

<u>**Staff Evaluations**</u>

1) Employee will log into their Greenshades account, select the Document tab located at the top of the page.
2) Once the Document tab is open, employee will select Evaluations from the drop down list.
3) On the Evaluations screen, employee will be able to view current and past evaluations.