Greenshades

Greenshades is Albemarle County’s online portal that allows employees:

- Update personal information
- Access paycheck stubs
- Make changes to Federal taxes (W-4)
- Access W-2’s
- Initiate or change certain benefits

Website:  [https://www.greenshadesonline.com/SSO/EmployeeApp/#/company/9582/login](https://www.greenshadesonline.com/SSO/EmployeeApp/#/company/9582/login)

New Users—Setting Up Your Account

To set up your account, visit the web address above.

On the right side of the page, click Create an Account.

In the next screen, enter a valid email address (work or personal) in the first box and a password (be creative & safe!) in the second box. Password must include the following:

- At least 8 characters
- At least one upper case letter
- At least one number
- At least one special character

Go your email inbox that was used in the previous step. Open the Greenshades notification email and click Continue to GreenEmployee Account Setup.

In the first box on the Greenshades site, enter either your 6 digit Employee ID or your Social Security number. Do not use the dash (-) in your SSN.

In the second box, enter your Date of Birth – or – Last Name. If you use your DOB, you will use the following format: mm/dd/yyyy. Please include the / in your DOB!

Congratulations!!
Oh no!!!
Did you forget your password...?

You can fix that!

On the Greenshades login page, click Reset your Password

Enter the email address you use to login to the site.

Press Continue only once.

Go to your email address inbox. Open the Green Employee Notification email.

Click the word “here” in the second paragraph.

In the Greenshades window, enter your new password in both boxes. Don’t forget to be creative & safe!

Password must include the following:

- At least 8 characters
- At least one upper case letter
- At least one number
- At least one special character

If you have two factor authentication turned on, Greenshades will send you a 6 digit code. You must enter this before you can finish resetting your password.

You can start using your new password!
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<tr>
<th>Area of Interest</th>
<th>What you will find here</th>
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<tbody>
<tr>
<td><strong>a</strong> Tasks</td>
<td>Things HR or Payroll needs you to complete in order to make an update or change to your information.</td>
</tr>
<tr>
<td><strong>b</strong> Notifications</td>
<td>4 most recent tasks you completed in GS. Example: qualifying life event, address change, contact info change.</td>
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<tr>
<td><strong>c</strong> Your Most Recent Paystub</td>
<td>Summary of the gross, taxes deducted, and amount deposited into your account for the most recent paycheck and a total of your pay as of January 1st.</td>
</tr>
<tr>
<td><strong>d</strong> Employee Home</td>
<td>Clicking this button will return you to your home screen no matter where you are in the website.</td>
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<td><strong>e</strong> HR Profile</td>
<td>Ability to update your personal, dependent, and contact information.</td>
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| **f** Pay History | Pay Detail Report: Summary list of pay for past 12 mths  
Pay Stubs: Print individual stubs for past 12 mths  
Tax Forms: W-2 and 1095C |
| **g** Benefits | View your current enrollments; pending elections; set up payroll deductions for things such as gym memberships; enroll in medical & dental benefits due to a Qualifying Life Event; and process Open Enrollment changes. |
| **h** Documents | HR Documents: You can change your tax exemptions on your W-4 (federal) and update your direct deposit information. |
| **i** Account Settings | Update your security settings such as password or 2-Factor Authentication, change your login email address, set your notification preferences, and update how you receive your tax forms. |
| **j** Signout | Always make sure you click this button when you are done using Greenshades! |
| **k** Notification Mailbox | This inbox contains all notifications you have received. This box will allow you to delete the messages after you have read them. |
Access Without an Account

Do you no longer have access to the email you used to set up your Greenshades account? Or is it one of those days that is just too hectic to go through the process to reset your password. No worries, you can access your account by using this alternative way!

On the Greenshades login page, click **Access without Account**.

In the **Access without an Email or Account** box:

- **Box 1**: Enter one of the following:
  - Six digit **Employee ID** *
  - Full **Social Security #** without the dashes

- **Box 2**: Enter one of the following:
  - **Date of Birth** with the forwards slash (/)
  - **Last Name**

The next screen will ask you to choose the email address you want your verification code sent to. Click **Continue**.

Open a new browser window (do **NOT** close Greenshades window) and go to the email account that is linked to your Greenshades account. In the **notification email** from GS, you will find a **Verification Code**.

Return to the Greenshades **Identity Verification** window that was left open. Enter the **verification code** from the email and click **continue**.

* Your Employee ID can be found in the bottom tight side of your paycheck stub
Your HR Profile

Moving? Got married? Have a new phone #? You can update that in Greenshades!!!

Navigate to Greenshades and log in (if you need password assistance, see page 2).

At the top of the home screen in the green bar, click HR Profile.

Here you will have the ability to update your:

- **Personal Info** (Name, DOB, Gender, Marital Status)
- **Address** (Mailing, Phone, & Email)
- **Dependent Information** (All dep. on your medical & dental plan)
- **Emergency Contact**

To make any changes, simply visit the link for the group of data that needs to be updated, click **Edit**, make any necessary changes, and then click **Submit**.

Certain changes **MUST** be approved by an HR Representative. If you need to correct your name or social security number, you are required to present a copy of your social security card reflecting this change.
We wish you the best in your future endeavors!!

Speaking of the future... January will be here before we know it!! Here are some things you will want to do now in order to start preparing for the new year:

#1: Know how to log into Greenshades to print off your W2 & paycheck stubs
#2: Ensure your Greenshades profile is up-to-date with your address & current email

For your convenience, here are some directions to assist you with your preparations.

**Step 1: Change Your Account Email**

✈ Navigate to Greenshades and log in.
✈ At the top of the home screen above the green menu bar, click **Account Settings**.
✈ Click **Security Settings** in the grey menu bar.
✈ Click **Change Account Email Address**.
✈ Type your **personal email address** in the box and click **Next**.
✈ The next dialog box will tell you a **verification code** has been emailed to the email address entered.
✈ **Navigate** to your email inbox. In the Green Employee Notification email, find the activation code. Copy & paste often causes errors, so please **type the code** directly into the Greenshades notification box.
✈ **Click Save!** Please proceed to Step 2.
Step 2: Update Your Notifications, W-2, and 1095-C Preferences

A.) Updating Notification Messages

1. After you have completed Step 1, click "Notifications" in the grey bar.
2. Update your Notification Email Address to your personal email.
3. Under Email Notifications, change all drop down boxes to Notification Email Address.
4. Click Save. You will now be able to reset your Greenshades password using your personal email and

B.) W-2 & 109C Preferences

5. While on Notifications screen, click the "Change your W-2 and 1095-C distribution preference" link.
6. Question 1 provides a verification code. Enter this in the box under question 2.
7. Under question 3, click the appropriate radio button (circle) to set your preferences.
8. Circle #1: After Jan 31st, you will have access to print off your W-2 on Greenshades. We will not mail a copy.
9. Circle #2: We will mail a copy to the address we have on file. You will not be able to print off a copy.
10. Click Next.