The Greenshades Center

New Hire Electronic Filing Guide

Greenshades Software Support Team
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1-888-255-3815

General Overview

About the Greenshades Center

The Greenshades Center serves as a single point of access to all of Greenshades' tax filing products. By assembling our E-Filing, Forms, and Archive capabilities into a single application we can provide easier access for our clients and better communication between our services.

Requirements for the Greenshades Center

The Greenshades Center has some basic requirements that must be met in order to function properly. First, the Greenshades Center requires an active internet connection. We require this so that we can ensure that the files we create comply with the very latest government regulations. Greenshades does not offer an "Offline Mode" or any way to operate without an active internet connection. The Greenshades Center can be configured to authenticate with a corporate proxy server, but the responsibility is on the client to ensure that adequate internet access is provided to the Greenshades Center.

Secondly, the Greenshades Center requires an update to Microsoft Windows called the 'Microsoft .NET Framework'. Specifically, the center requires version 2.0 or newer to be installed.

Starting the Greenshades Center

To run the Greenshades Center from Dynamics GP:

The Greenshades Center can be accessed in Dynamics GP version 8.0 and newer by navigating from the top bar menu through: Tools > Routines > Payroll > Greenshades Center. In version 7.5 or older, the Greenshades Center can be started by navigating to either: Routines > Greenshades, or: Routines > Payroll > File and Pay Center.

To run the Greenshades Center from Dynamics SL:

Open Greenshades using the desktop icon placed on your desktop after installation.

To run the Greenshades Center from Thinkware Darwin:

The Greenshades Center can be accessed in Thinkware Darwin by navigating from the top bar menu by selecting: Routines > Greenshades Center.

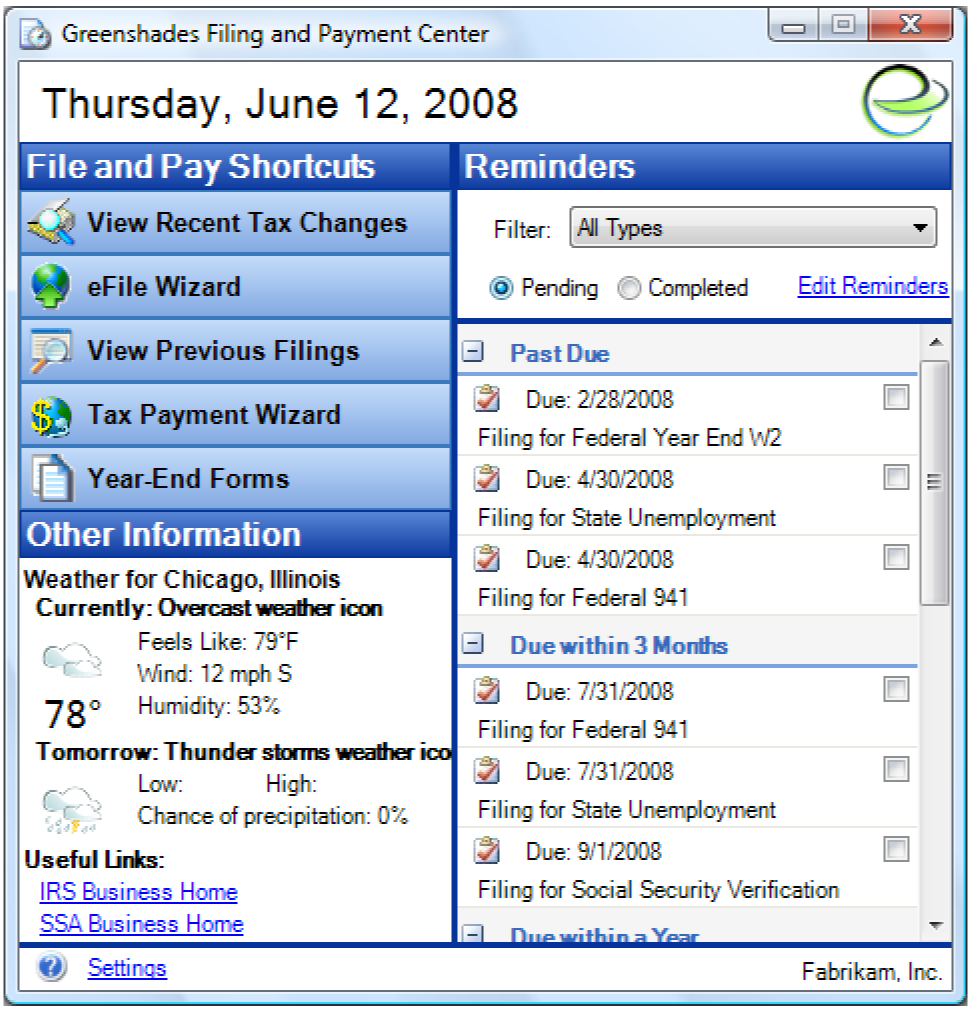
Creating and Electronically Filing your New Hire Report

This guide will explain each screen you will encounter as you create your electronic New Hire file. If you have any questions that are not addressed in this guide, please contact our support team.

When using the Greenshades Center, you can also access in-product help by clicking the icon in the bottom left corner of the wizard.

Step 1 – Starting the E-File Wizard

You will use the E-File Wizard to create your electronic New Hire file. You can begin by clicking 'E-File Wizard' on the main Greenshades Filing Center page.



Step 2 – E-Filing Wizard

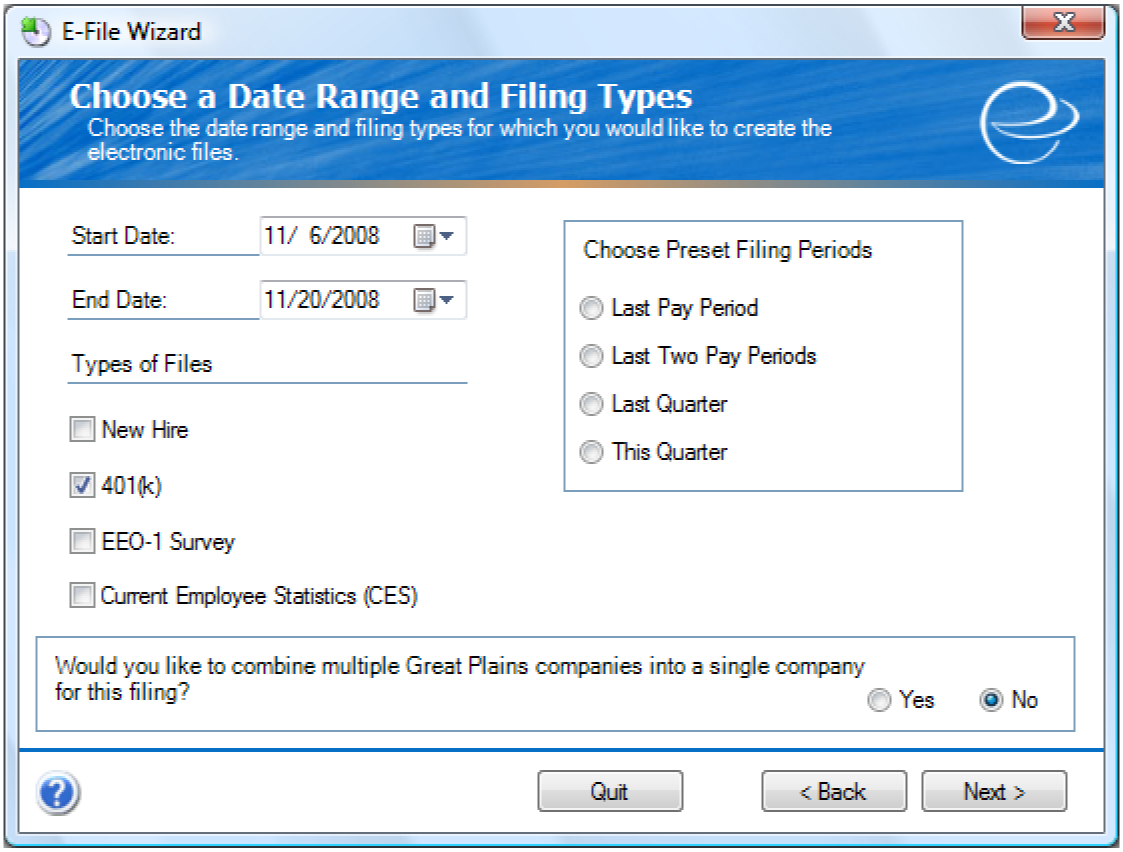
Since New Hire reports are not filed annually or quarterly, you will find it listed under 'Other Filing'. Check with your state for the frequency with which your New Hire reports will need to be filed.

You will also notice that there is a 'Company Name' field on this screen. This defaults to the company name retrieved from your accounting package but you can modify it to match the company name you wish to appear in your New Hire file.

Click 'Next' to continue.

Step 3 – Choose a Date Range and Filing Types

On this screen you can select the start date, end date, and quarter that you are filing your New Hire report for. Make sure to place a check in the 'New Hire' selection box as well.

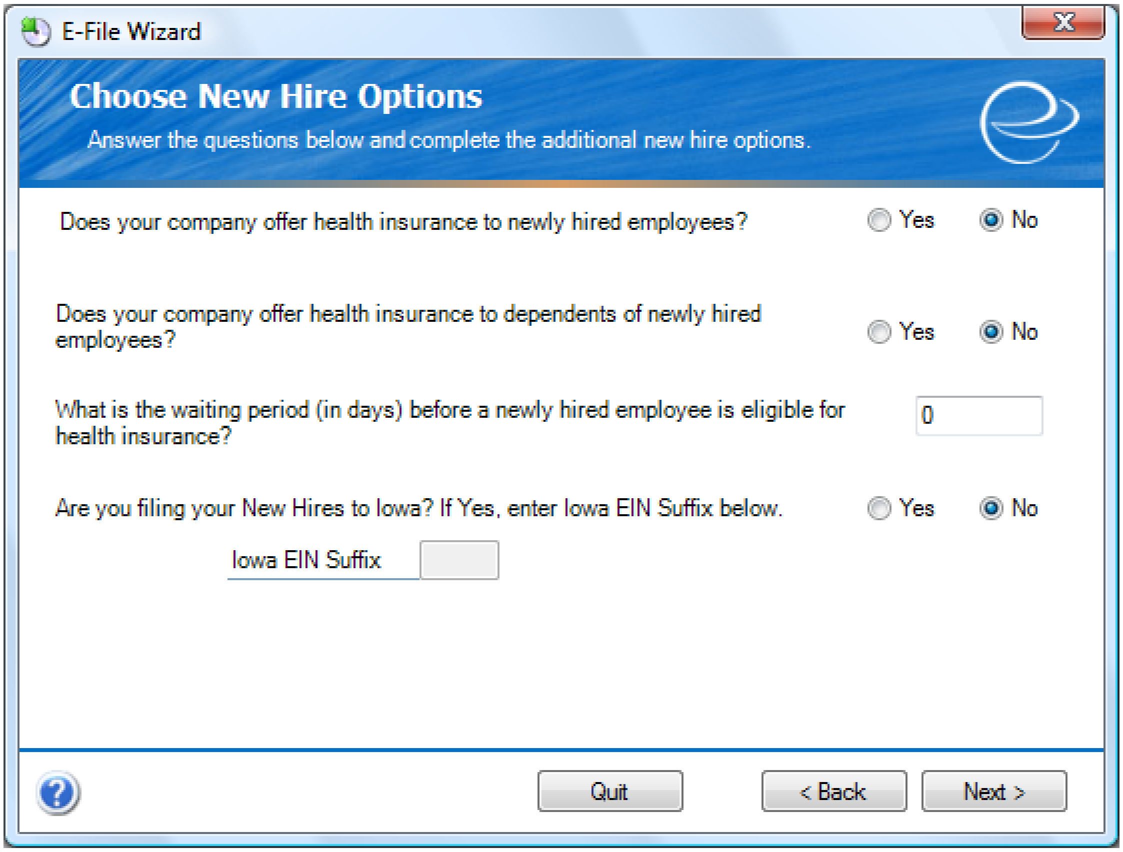


The final option on this screen is for combining multiple companies into a single file. This is an additional module and must be purchased for it to be activated. If you are interested in purchasing this feature or if you have any questions about this function please contact our support team.

Once you are satisfied with your selections, click 'Next'.

Step 4 – Choose New Hire Options

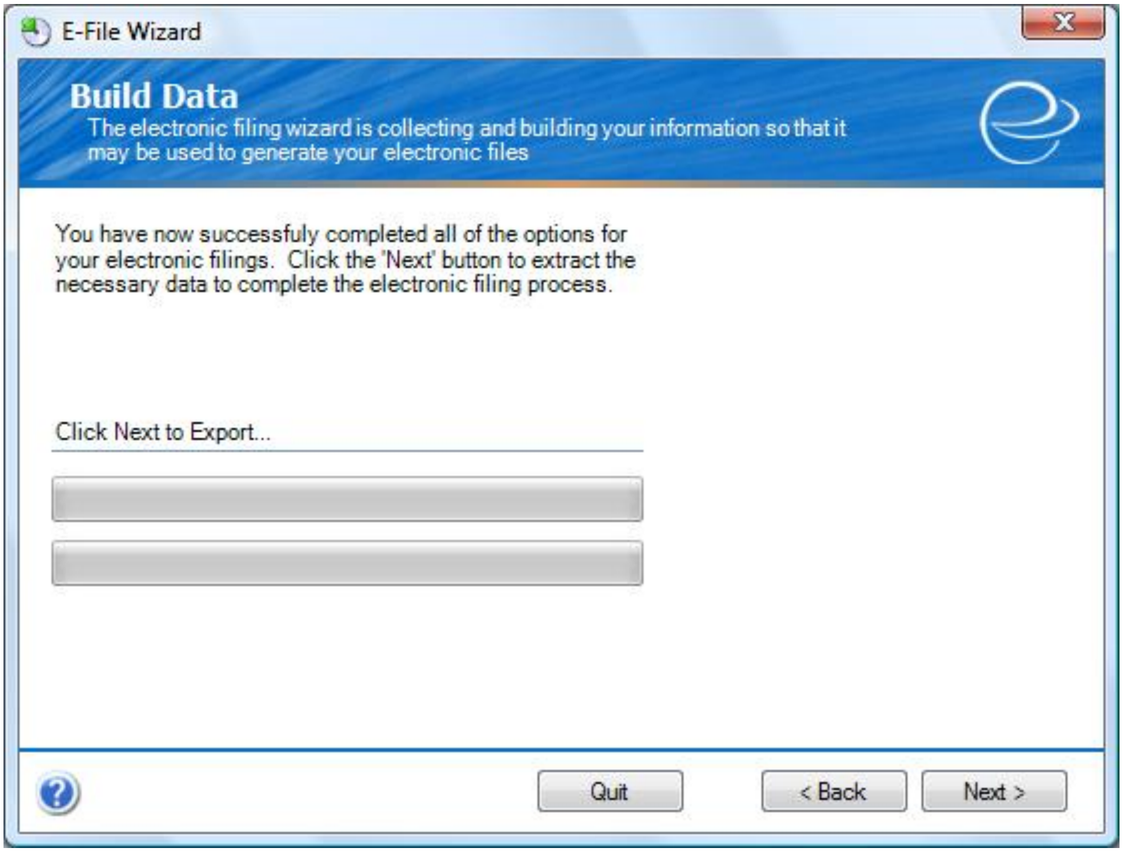
Listed on this screen are a few questions specific to your company. Simply answer the questions according to your company policies.



Once you have completed your selections, click ‘Next’.

Step 5 – Build Data

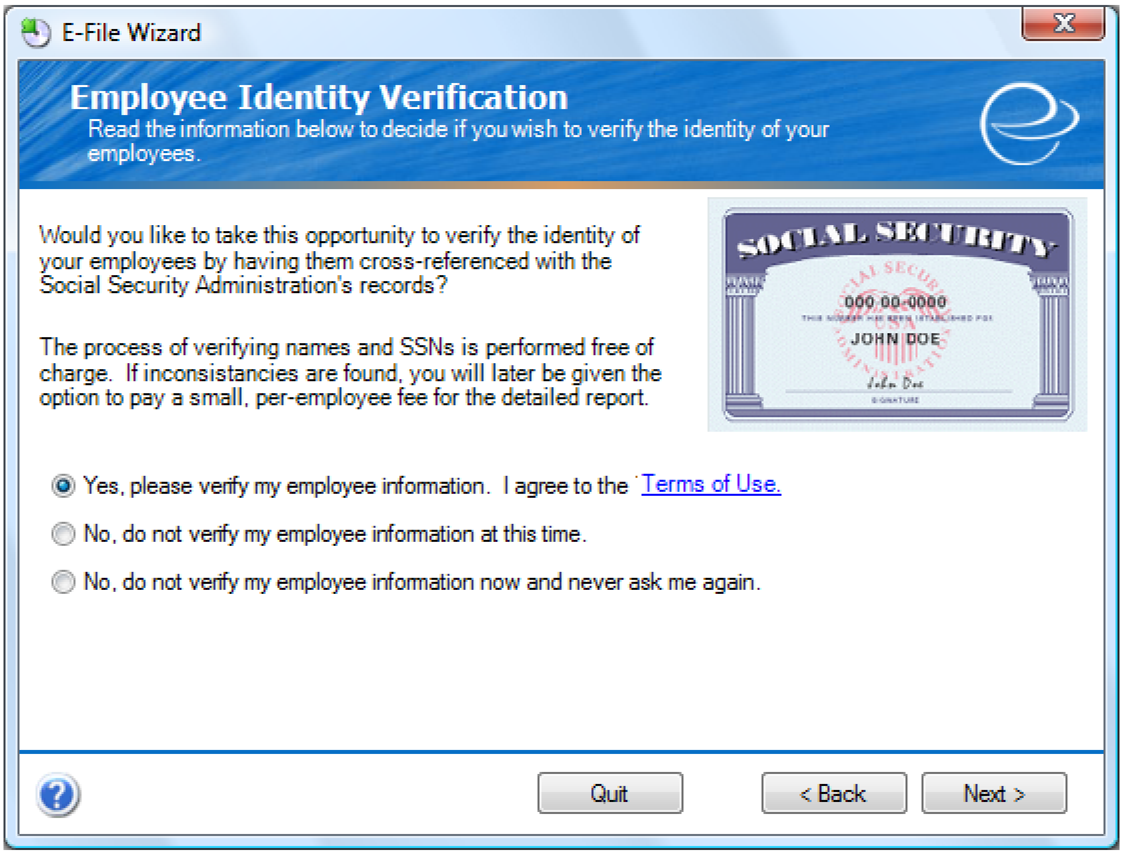
The Build Data step extracts your New Hire data from your accounting software with the settings you have previously selected in the E-File wizard. Depending on the number of employees you are exporting, this process may take a few minutes.



Once you are satisfied with your selections, click 'Next'.

Step 6 – Employee Identity Verification (Optional)

Greenshades offers you the opportunity to electronically verify your employee identification each time you create a file using the E-File Wizard. The electronic employee verification service is provided to prevent any potential filing penalties associated with submitting incorrect employee information to government agencies.



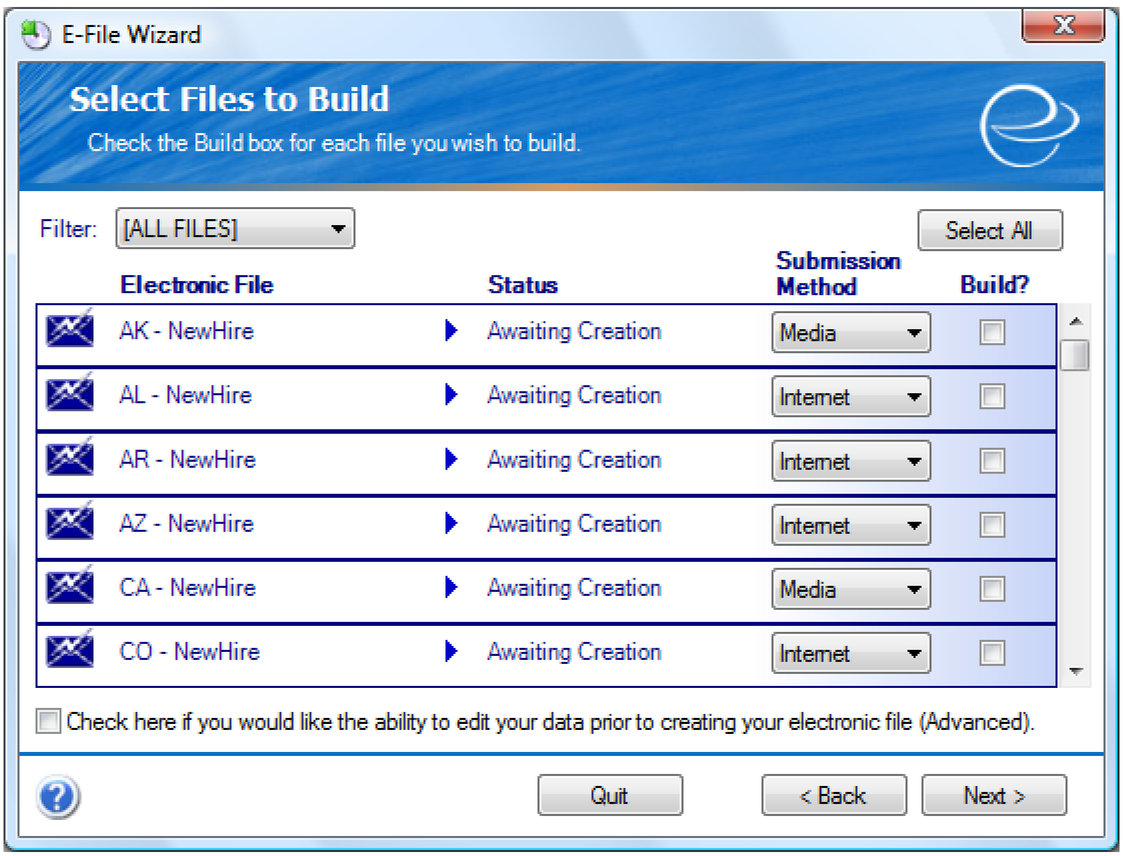
If you would like Greenshades to verify your employee identification, you will be informed of the number of discrepancies found. To view a detailed report, there is a charge of $1.99 per discrepancies. Greenshades will process the employees you selected and then show you how many employees were found to be incorrect. Once presented with that information, you can choose whether or not to purchase a report listing the problems. You are not obligated to purchase this report.

Once you have made your decision, click ‘Next’.

Step 7 – Select Files to Build

Select Files to Build lets you choose which files you would like create and submit at this time. First, select the method that you would like to use to submit the file. Some states will accept both media and internet submissions and others will accept only internet or media submissions. This will vary from state to state, as each state has their own set of specifications. It is worth noting that, as long as you have newly hired employees in the state you are submitting to, you only need to submit your New Hire report to that one state. The state you file to will reciprocate the remaining new hires to their respective states.

Simply place a check in the “Build?” box next to the file you would like to create.

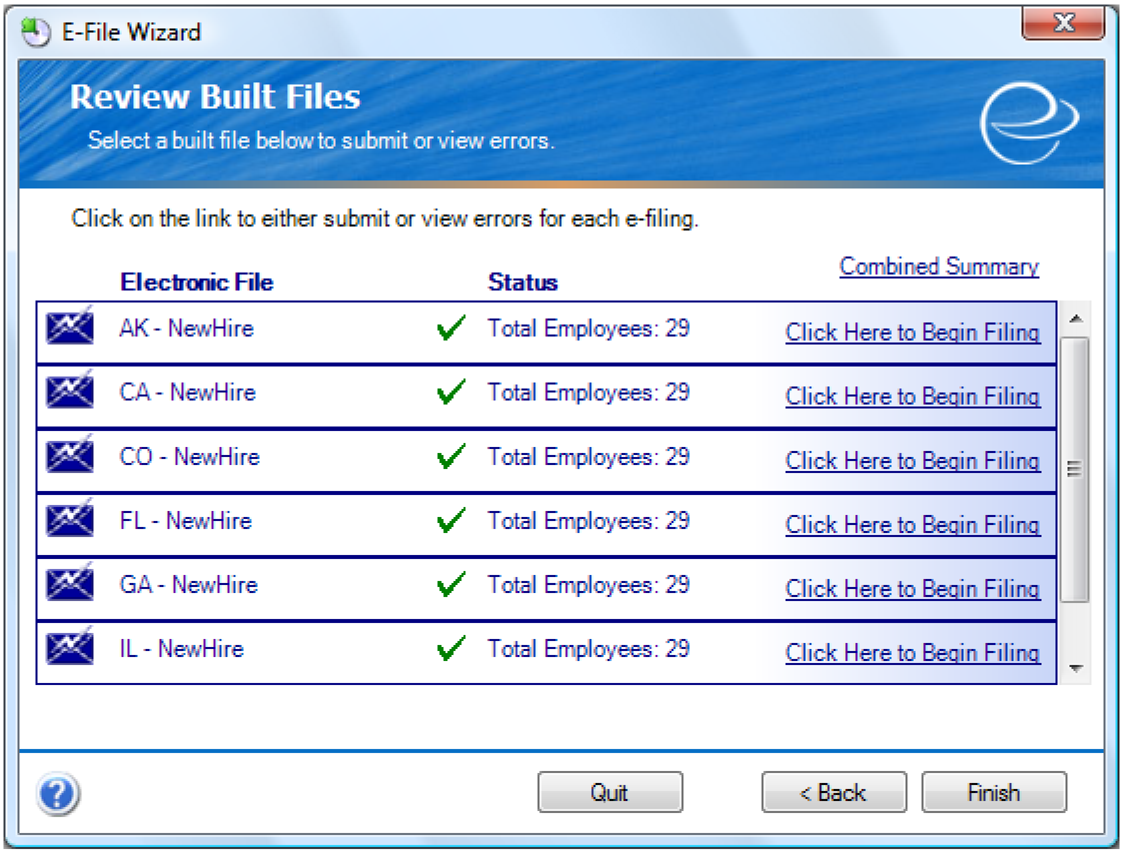


At the bottom of this screen there is an option that will allow you make any final corrections before creating and filing your New Hire e-file. While this functionality is available to you, it is recommended that edits be made in your accounting package, as correcting the errors using the advanced editor does not correct the errors with the data in your accounting package.

Once you are satisfied with your selections, click ‘Next’.

Step 8 – Review Built Files

At this point, your final totals have been calculated and your SUTA file has been created but not submitted. If your file was successfully created you will see a green check (as shown below). Continue the filing process by clicking the "Click Here to Begin Filing" link. Multistate employers that wish to file all their new hire reports with one state can do so per the Secretary of Health and Human Services (HHS). See the related form at: http://www.acf.hhs.gov/programs/cse/newhire/employer/publication/forms/mseform6.pdf



If your file failed to build a red 'X' will appear. You will be able to review the problem by clicking the "Click Here to View Errors" link. Usually these errors are easy to understand, but if you have any questions please contact our support team.

Step 9a – View Totals (Internet Filing Example)

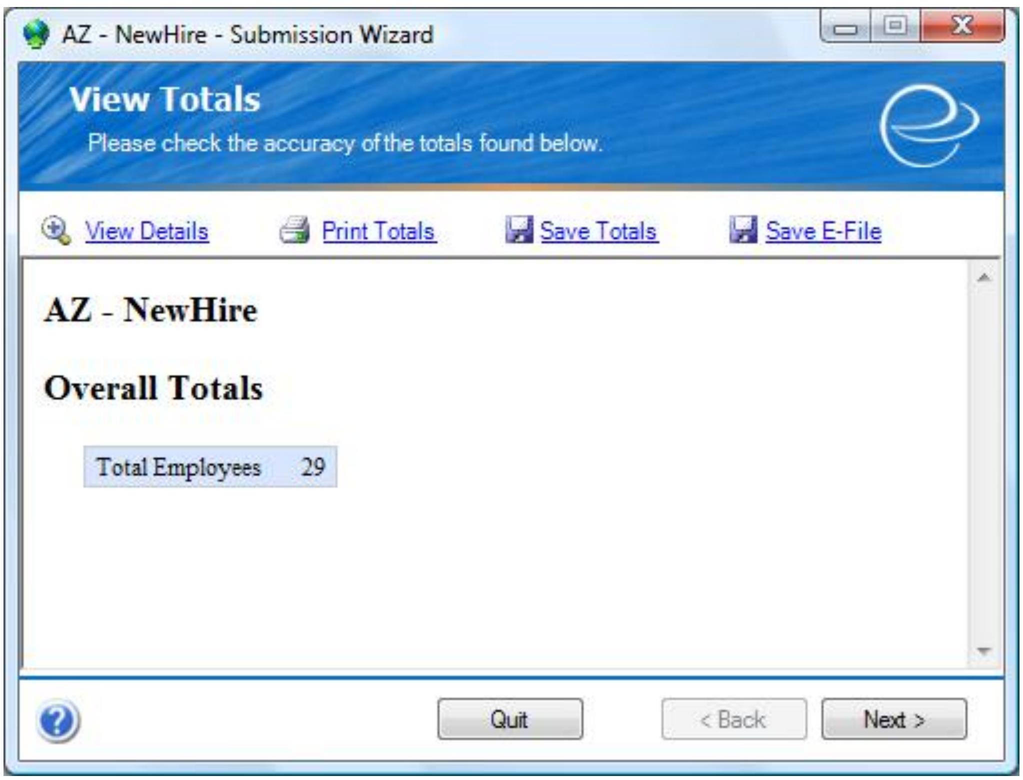
View Totals is an assessment screen providing you with detailed totals for final review before submission. You will notice 4 separate options displayed above the listed totals. The details for each are listed below:

View Details. With View Details, you can export your New Hire data to an Excel file for an even more detailed review. *This is to be read or printed only, and not to be E-filed.*

Print Totals. Print Totals prints the total screen you are currently viewing.

Save Totals. Save Totals will save the total screen you are viewing in an HTML format that can be viewed at a later date in Internet Explorer.

Save E-File. Save E-File allows you to save a copy of the exact electronic file that is going to be submitted to the state. Be sure to note where you save it, as you will need it in a moment.



If your totals are correct, click ‘Next’.

Step 9b – View Totals (Media Filing Example)

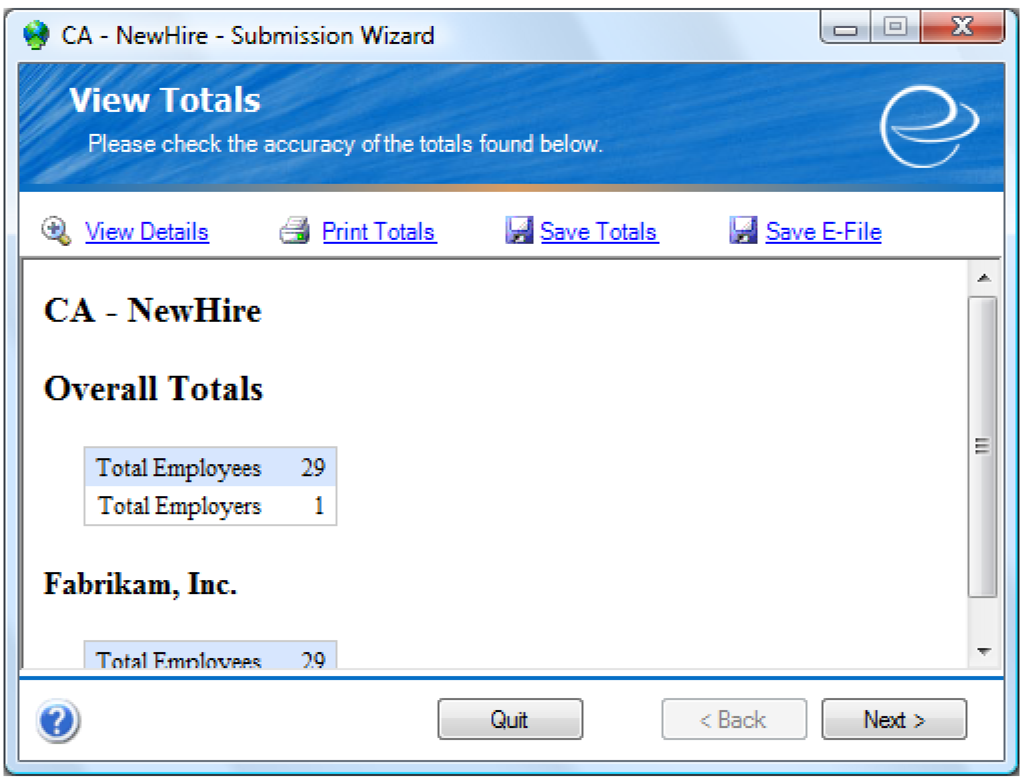
View Totals is an assessment screen providing you with detailed totals for final review before submission. You will notice 4 separate options displayed above the listed totals. The details for each are listed below:

View Details. With View Details, you can export your New Hire data to an Excel file for an even more detailed review. *This is to be read or printed only, and not to be E-filed.*

Print Totals. Print Totals prints the total screen you are currently viewing.

Save Totals. Save Totals will save the total screen you are viewing in an HTML format that can be viewed at a later date in Internet Explorer.

Save E-File. Save E-File allows you to save a copy of the exact electronic file that is going to be submitted to the state. Be sure to note where you save it, as you will need it in a moment.

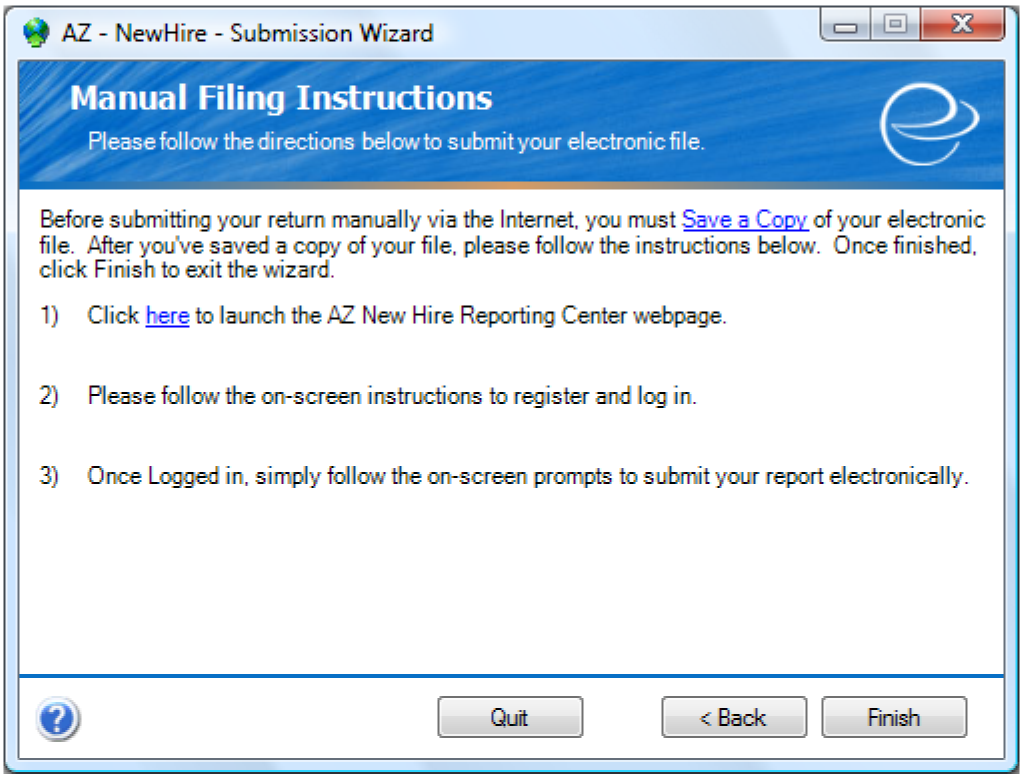


If your totals are correct, click 'Next'.

Step 10a – Manual Filing Instructions (Internet Filing Example)

The Greenshades Center provides you with a direct link to the state website and instructions on uploading your file to the state. Before uploading your file to the state website, you must first select the 'Save a Copy' link at the top of this page. It is worth noting that 'Save E-File' from the previous screen and 'Save a Copy' on this screen produce the exact same E-File, so if you have already saved your E-File you do not need to do this a second time.

Follow the provided instructions and links to upload your file. These instructions can vary from state to state so make sure you follow these steps closely.

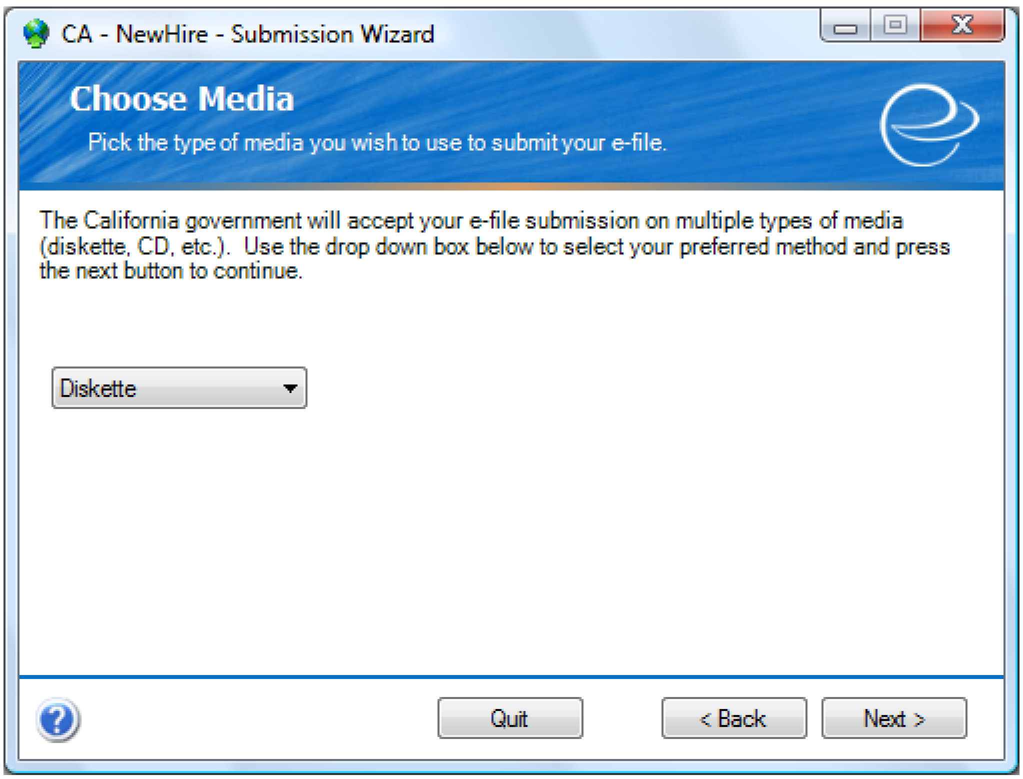


Once the file has been uploaded, return to this screen and click Finish. Congratulations! You have successfully created and filed your New Hire data.

Step 10b – Choose Media (Media Filing Example)

If the state you are submitting New Hire for does not accept files via internet submission, you will need to save your e-file to diskette or CD and mail it to the state. We have chosen to use CA for our example, as it is one such state.

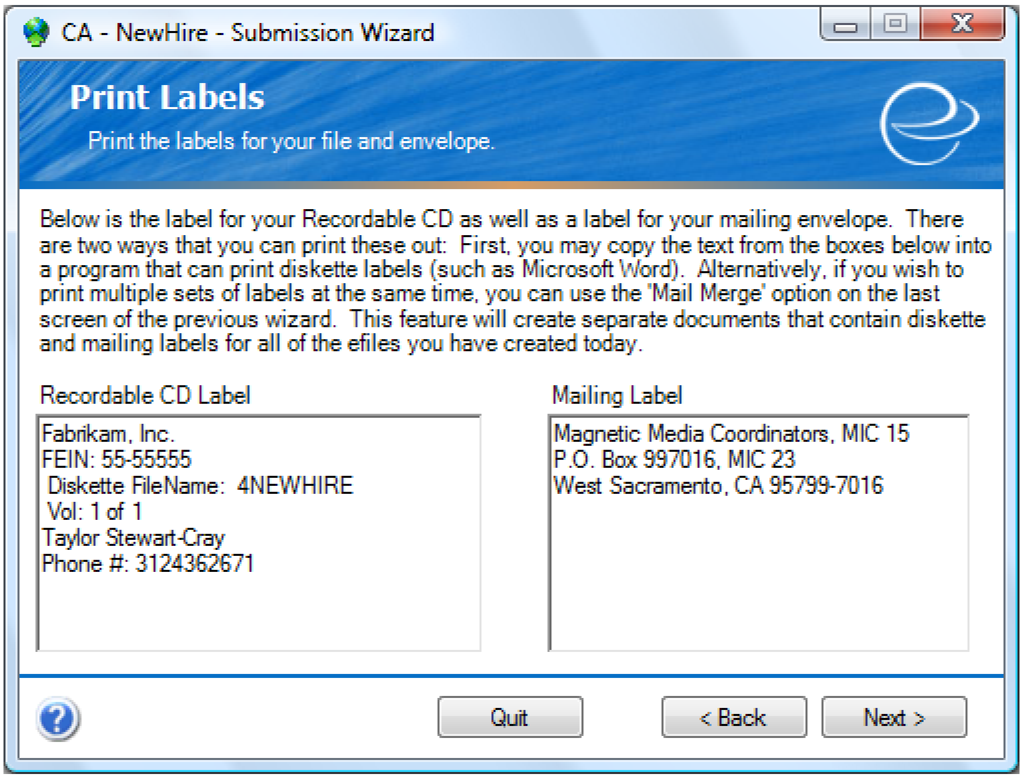
The Greenshades Center will automatically detect any drives installed on your computer, which you can then select using the dropdown menu, assuming you have more than one. Once you have selected the drive you wish to use, click the 'Save' button. If you do not have a CD or diskette drive, contact your network administrator for assistance with saving your SUTA file to computer with one of these drives via the network, or possibly to connect an external diskette or CD drive to your computer.



If your file failed to build a red 'X' will appear. You will be able to review the problem by clicking the "Click Here to View Errors" link. Usually these errors are easy to understand, but if you have any questions please contact our support team.

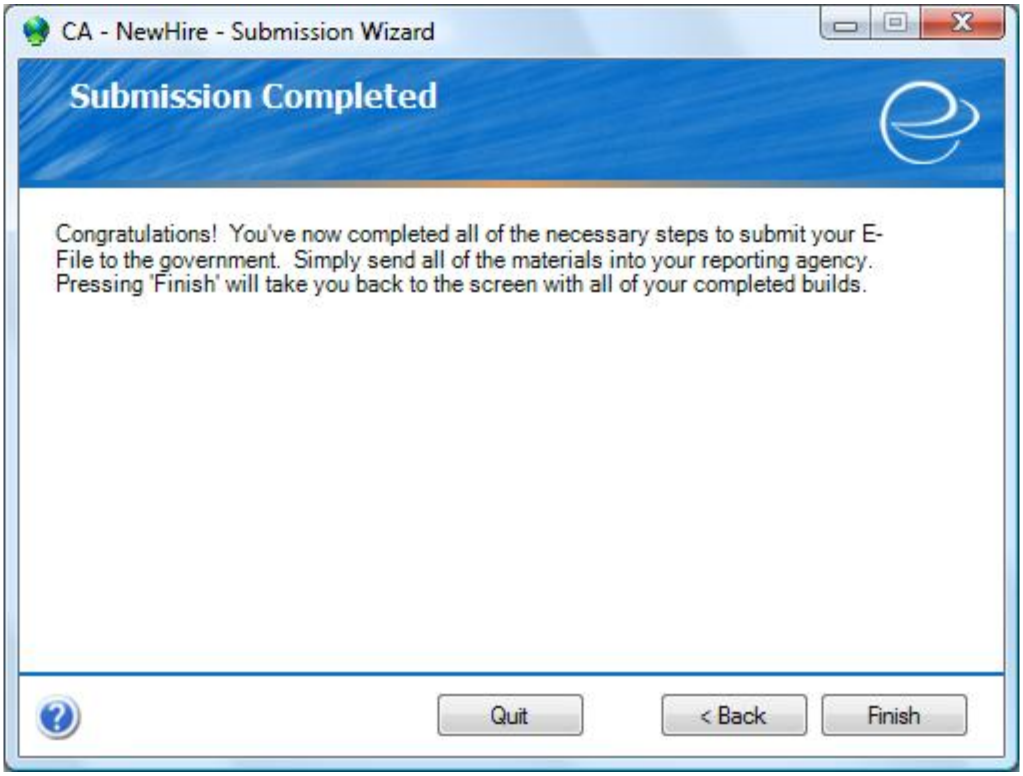
Step 11 – Print Labels (Media Filing Example)

Greenshades provides you with the information that you will need to put on your diskette or CD and mailing address. You can select and copy this information into a program that can print diskette and mailing labels, or simply use the old fashioned method of labeling by hand via pen-and-ink.



Once you have your media and mailing package labeled, click ‘Next’.

Step 12 – Submission Completed (Media Filing Example)



Congratulations! You have successfully created and saved your New Hire data. Don't forget to mail your CD or diskette to the state! Click Finish, as you have completed this process.

Frequently Asked Questions

How can I get live support?

Simple! Call us at (888) 255-3815 ext. 700 or by email us at support@greenshades.com.

How can I review my New Hire totals after I've submitted them?

By clicking on the 'View Previous Filings' button from the opening screen of the Greenshades Center you will be presented with a list of media you previously filed using the Greenshades Center. Simply double click any report you would like to view and you will be presented with the details of file as it was originally created.

How can I edit my file prior to submitting it?

You can edit your E-File by using the advanced editor we have provided in the Greenshades Center. See Step 7 of this guide on how to access the advanced editor.

When reviewing my efile in the advanced editor, all employees are listed. Help!

This is a known issue which occurs occasionally. When viewing your file details in the advanced editor, a listing of all employees will be displayed, however, you should only be concerned if your totals are incorrect when viewing the View Totals screen (shown above on Step 9a and 9b). Close the advanced editor and click the 'Click here to begin filing' option to review the actual totals which will be submitted as new hires. If these totals are not correct, contact Greenshades Support at support@greenshades.com or by calling (888) 255-3815 ext 700.

Client feedback:

Was this guide helpful to you? We would love to hear your feedback! Was there something else that you feel should have been included? We will do our best to accommodate you! Did this guide you're your task easier? Make our day and let us know! Please send all feedback to support@greenshades.com.