

Benefits Module Release Notes

Anticipated Release: 12/01/2020

Benefits Module

Navigation

Greenshadesonline.com > Reports > Benefits

Employee Name	Employee ID	Benefit Name	Option Name	Coverage Name	Enrollment Event	Date Waived
BOWMANE ABCDEFGH	AFS8K001	Azure Health	Health Low	Employee Only	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure Health	Health Low	Kids	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure Health	Health Low	Spouse	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure Health	Health Low	Family	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure Health	Health High	EE Only	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure Health	Health High	Kids	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure Health	Health High	Spouse	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure Health	Health High	Family	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure 401k Catch-Up	Azure 401k Catch-Up	Azure 401k Catch-Up	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure 401k	Azure 401k	Azure 401k	Other	06/16/2020
BOWMANE ABCDEFGH	AFS8K001	Azure Elected Life	Azure Elected Life	Azure Elected Life	Other	06/16/2020

New Feature

Administrators are now able to access the Employee Waived Benefits Report. This report will display all benefits that have been actively waived by an employee during an enrollment event. The report can also be customized, filtered, and saved to meet the administrators needs.

Anticipated Release: 07/21/2020

Benefits Module

Navigation:

Greenshadesonline.com> Benefits> Qualifying Life Event> Review

Updated Feature

Administrators are now able to adjust the Qualifying Life Event type that was submitted by the employee when reviewing the employee's submitted event. Administrators are able to select and save a new type/reason from the dropdown and it will save once the administrator has approved the request.

Navigation:

Greenshadesonline.com> Benefits> Eligibility and Enrollment> Enrollment Report

Updated Feature

Administrators are able to select the following fields when creating an enrollment report:

- Employment Status
- Last Day Worked
- Hours Worked per Year
- Work Location Address
- Work Location City
- Work Location State
- Work Location Zip
- Reason for QLE

Anticipated Release: 06/30/2020

Benefits Module

Navigation:

Greenshadesonline.com > Settings > Benefits > HSA

HSA
HSA AA
HSA no Med attached

[+ Add another benefit.](#)
[* Delete Benefit](#)
[← Back to Benefits Settings](#)

Employee Cost
For employees who enroll:

None
 A Fixed Amount
 A Percentage of Gross Wages
 A Percentage of Net Wages

Tell us which deduction code and the Amount to use.

Payroll Deduction Code:
Amount:
 Let the employee decide when enrolling

Annual Minimum Amount:

Are there restrictions on how much the employee can pay towards this benefit?

Per Pay Period Limit: No Limit \$0.00
Annual Limit: No Limit Fixed Limits

Coverage Type	Under 55	55 and Older
Employee Only	<input type="text" value="\$15.00"/>	<input type="text" value="\$20.00"/>
Employee + Child	<input type="text" value="\$25.00"/>	<input type="text" value="\$30.00"/>
Employee + Spouse	<input type="text" value="\$35.00"/>	<input type="text" value="\$40.00"/>
Employee + Family	<input type="text" value="\$45.00"/>	<input type="text" value="\$50.00"/>

Lifetime Limit: No Limit \$0.00

Employer Cost
For each employee who enrolls, how much will the company pay per pay period?

None
 A Fixed Amount
 A Percentage of Employee's Gross Wages
 A Percentage of Employee's Net Wages

[← Back](#) [→ Next](#)

Updated Feature

Administrators are now able to set up age based contribution limits for Health Savings Accounts within Greenshades. During the HSA set up process, should the administrator choose for their HSA to have an annual limit, a grid will appear with a list of coverage levels and age limits. Administrators are able to set up a contribution limit per coverage level for employees over the age of 55 and under the age of 55.

November 26, 2019 Anticipated Release

Benefits Module

Navigation

Greenshadesonline.com > Employees > Benefits > Qualifying Life Events > Reviewed Qualifying Life Events

Old Screen

The screenshot shows the 'Old Screen' interface for reviewing a Qualifying Life Event. The top navigation bar includes Home, Employees, Payroll, Pay History, Tax Service, Year-End Forms, Reports, and Settings. The left sidebar lists various employee management options with counts: Profile (28), Pay History (80), Timesheets, Time Off (6), Benefits (302), Eligibility and Enrollment, Eligibility Changes (112), Open Enrollment, Qualifying Life Events (58), Send To Payroll (126), ACA Dashboard, Life Insurance Requests (6), Documents (103), and Expense Reports (1).

The main content area is titled 'Review Qualifying Life Event' and includes a sub-header 'Review Qualifying Life Event' with a note: 'View previously reviewed Qualifying Life Event elections. This page is for historical purposes only; no changes can be made to elections on this page.' Below this, employee details for ARTHUR STATS are shown, including Type (Other), Status (Approved on November 5, 2019 by Lauren Teuber), Event Date (September 11, 2019), Submitted Date (September 12, 2019), Description (g/g), and Cafeteria Plan Amount (\$0.00).

The main table displays three columns: 'Current Election', 'Requested Change', and 'Reviewed Elections'. It lists three categories: Health - Health test V2, Life Insurance - LLIFE, and Retirement - 401k. Each row shows the current election status, the requested change details, and the reviewed election status with dates.

Current Election	Requested Change	Reviewed Elections
Health - Health test V2 Employee is not currently enrolled in this benefit. Payroll Deduction \$0.00	Health Test V2 320 Health Test V2 320 Employer Weekly Contribution: \$10.00 Weekly Payroll Deduction \$10.00	Approved by administrator Effective Start Date: 11/05/2019 Effective End Date: 12/31/2019 Payroll Start Date: 11/05/2019 Payroll End Date: 12/31/2019
Life Insurance - LLIFE Employee is not currently enrolled in this benefit. Monthly Payroll Deduction \$0.00	Enrolled with LIFE 1, Self - \$50000.00 Monthly Payroll Deduction: \$160,000.00	Approved by administrator Effective Start Date: 11/05/2019 Effective End Date: 12/31/2019 Payroll Start Date: 11/05/2019 Payroll End Date: 12/31/2019
Retirement - 401k Employee is not currently enrolled in this benefit. Payroll Deduction 0%	Contributing \$22.00 Bi-Weekly Using multi-tiered match levels. Employer Bi-Weekly Contribution: \$4.50 Bi-Weekly Payroll Deduction	Approved by administrator Effective Start Date: 11/05/2019 Effective End Date: 12/31/2019 Payroll Start Date: 11/05/2019 Payroll End Date: 01/01/2020

New Screen

The screenshot shows the 'New Screen' interface for reviewing a Qualifying Life Event. The layout is similar to the old screen, but with UI improvements. The top navigation bar and left sidebar are identical. The main content area is titled 'Review Qualifying Life Event' with the same sub-header and employee details for ARTHUR STATS.

The main table displays three columns: 'Current Election', 'Requested Change', and 'Reviewed Elections'. It lists three categories: Health - Health test V2, Life Insurance - LLIFE, and Retirement - 401k. The 'Reviewed Elections' column now shows dates without text boxes, indicating that the dates are already reviewed.

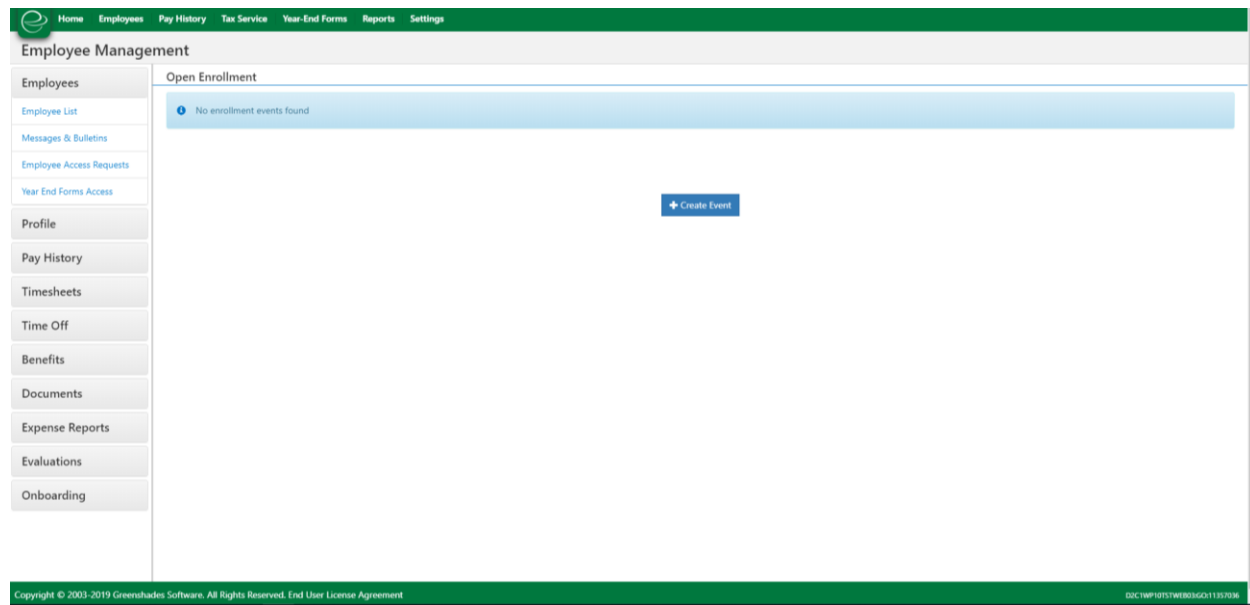
Current Election	Requested Change	Reviewed Elections
Health - Health test V2 Employee is not currently enrolled in this benefit. Payroll Deduction \$0.00	Health Test V2 320 Health Test V2 320 Employer Weekly Contribution: \$10.00 Weekly Payroll Deduction \$10.00	Approved by administrator Effective Start Date: 11/5/2019 Effective End Date: 12/31/2019 Payroll Start Date: 11/5/2019 Payroll End Date: 12/31/2019
Life Insurance - LLIFE Employee is not currently enrolled in this benefit. Monthly Payroll Deduction \$0.00	Enrolled with LIFE 1, Self - \$50000.00 Monthly Payroll Deduction: \$160,000.00	Approved by administrator Effective Start Date: 11/5/2019 Effective End Date: 12/31/2019 Payroll Start Date: 11/5/2019 Payroll End Date: 12/31/2019
Retirement - 401k Employee is not currently enrolled in this benefit. Payroll Deduction 0%	Contributing \$22.00 Bi-Weekly Using multi-tiered match levels. Employer Bi-Weekly Contribution: \$4.50 Bi-Weekly Payroll Deduction	Approved by administrator Effective Start Date: 11/5/2019 Effective End Date: 12/31/2019 Payroll Start Date: 11/5/2019 Payroll End Date: 1/1/2020

UI improvements to remove the text boxes around the start and end dates for an already reviewed Qualifying Life Event

Navigation

Greenshadesonline.com > Employees > Benefits > Open Enrollment

New Screen



UI Improvement for any workspace that does not have an Open Enrollment set up, but the administrator accesses the Open Enrollment Review page.

November 5, 2019 Anticipated Release

Benefits Module

Navigation

Greenshadesonline.com > Settings > Notification Settings > Admin Notifications

New Feature

Greenshades Online Notification

Dear Alix Palmieri,

One or more of your employees have dependents that will no longer be eligible for their health benefits within the next month. Please select the employee to view their profile information:

[FALLON MESSICK](#), Last 4 SSN XXXXX8516

[HARLEIGH SPOPHN](#), Last 4 SSN XXXXX1859

Please notify your employee(s) that they will need to remove this dependent from this health benefit prior to the dependent's upcoming birthday. This can be done through the Benefits tab on Green Employee. The Employee will have to claim a Qualifying Life Event to remove their Dependent from their Health Insurance Coverage.

Thanks,

The Greenshades Online Messaging System.

As an administrator, I can now opt in to a monthly emailed report of any employee dependents that will be "aging out" of their health insurance within the upcoming calendar month.

Navigation

Greenshadesonline.com > Settings > Employee Services > Benefits > Affordable Care Act > Affordability Groups

New Feature

Updated wording to describe Rate of Pay Safe Harbor Groups to comply with the IRS definition.

October 22, 2019 Anticipated Release

Benefits Module

Navigation

Greenshadesonline.com > Employees > Benefits > Open Enrollment > Review Elections

Greenshadesonline.com > Employees > Benefits > Qualifying Life Events

Old Screen

Time Off 1

Benefits 216

Eligibility and Enrollment

Eligibility Changes 98

Open Enrollment

Qualifying Life Events

Send To Payroll 117

ACA Dashboard

Life Insurance Requests 1

Documents 37

Expense Reports

Evaluations 300

Onboarding 4

Below is the summary of elections made by employees.

Health Benefits:

Option Name	# Enrolled	# ReEnrolled	# Waived
Benefit Name: Health Insurance			
RUBCBSPT	2		0

Retirement Benefits:

Benefit Name	# Enrolled	# ReEnrolled	# Waived
No data to display			

Life and Disability Insurance Benefits:

Benefit Name	# Enrolled	# ReEnrolled	# Waived
No data to display			

Other Benefits:

Benefit Name	# Enrolled	# ReEnrolled	# Waived
No data to display			

Details

Use this grid to review the election details and select the ones you wish to approve or deny.
An employee will not be able to modify their elections once the event is over. An administrator may modify an employee's elections by impersonating the employee until the day before the Plan Period begins.

Expand All PDF Export Excel Export Add Columns

Drag a column header here to group by that column

<input checked="" type="checkbox"/>	EmployeeID	Employee Name	Date Submitted	Submission Rang	Benefit Type	Benefit	Election	Prior Coverage	Dependents	Prior Dependent:	Impersonated By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input checked="" type="checkbox"/>	ACKE001	Pilar Ackerman	9/5/2019	9/5/2019	Health	Health Insurance	RUBCBSPT (RUBCPT)		None	None	Suz Reagan
<input checked="" type="checkbox"/>	BARR001	Adam Barr	9/11/2019	9/11/2019	Health	Health Insurance	RUBCBSPT (RUBCPT)		None	None	Suz Reagan

1
10

Deny Selected
Approve Selected

New Screen

Sven the Magnificent
Davidson Mann Account Settings Sign Out

Home Employees Payroll Pay History Tax Service Year-End Forms Reports Settings

Employee Management

Employees

Profile 30

Pay History 5

Timesheets

Time Off 6

Benefits 249

Eligibility and Enrollment

Eligibility Changes 80

Open Enrollment

Qualifying Life Events 55

Send To Payroll 110

ACA Dashboard

Life Insurance Requests 4

Documents 186

Expense Reports 1

Evaluations 457

Onboarding

Review Qualifying Life Event

Use this page to approve or deny your employees' Qualifying Life Event elections. By default, all elections have been selected to approve. Uncheck the elections you do not wish to approve. These unchecked elections will be denied. To deny all elections, choose the Deny All button at the bottom left of the page.

Employee: BOWMANE ABCDEFGH
 Impersonated By: Davidson Mann
 Type: Other
 Status: Pending Review
 Event Date: October 3, 2019
 Submitted Date: October 16, 2019
 Description: Sprint 16 test
 Cafeteria Plan Amount: \$0.00
[View Enrollment Event Details](#)

Override all dates below using these dates:
 Effective Start Date: 10/21/2019 Effective End Date: 01/31/2020
 Payroll Start Date: 10/21/2019 Payroll End Date: 01/31/2020

Elections to display: Elections to approve

Current Election	Requested Change	Approve Qualifying Life Event
<p>Health - Azure Dental</p> <p>Employee is not currently enrolled in this benefit.</p> <p>Payroll Deduction \$0.00</p>	<p>Dental EE Only</p> <p>Employer Bi-Weekly Contribution: \$15.00 Bi-Weekly Payroll Deduction \$15.00</p>	<p><input type="checkbox"/> Approve</p> <p>Effective Start Date: 10/21/2019 Effective End Date: 12/31/2019 Payroll Start Date: 10/21/2019 Payroll End Date: 12/31/2019</p>
<p>Miscellaneous - HSA</p> <p>Employee is not currently enrolled in this benefit.</p> <p>Payroll Deduction \$0.00</p>	<p>Enrolled at \$25.00</p> <p>Employer Bi-Weekly Contribution: \$50 Bi-Weekly Payroll Deduction \$25.00</p>	<p><input type="checkbox"/> Approve</p> <p>This HSA Plan is associated with a Azure Dental Plan. Please select to approve the associated plan to allow the HSA Plan to be approved</p> <p>Payroll Start Date: 10/21/2019 Payroll End Date: 12/31/2019</p>
<p>Health - Azure Health</p> <p>Employee is not currently enrolled in this benefit.</p> <p>Payroll Deduction \$0.00</p>	<p>Health High EE Only</p> <p>Employer Bi-Weekly Contribution: \$75.00 Bi-Weekly Payroll Deduction \$75.00</p>	<p><input checked="" type="checkbox"/> Approve</p> <p>Effective Start Date: 10/21/2019 Effective End Date: 12/31/2019 Payroll Start Date: 10/21/2019 Payroll End Date: 12/31/2019</p>
<p>Miscellaneous - Azure HSA</p> <p>Employee is not currently enrolled in this benefit.</p>	<p>Enrolled at \$25.00</p>	<p><input type="checkbox"/> Approve</p>

Benefits Module Release Notes

Send To Payroll **110**

ACA Dashboard

Life Insurance Requests **4**

Documents **116**

Expense Reports

Evaluations **457**

Onboarding

Azure GI Life	4	0	0	HSA	1	0	0
Azure Elected Life	2	0	2	Azure HSA	2	0	0
Azure Disability	2	0	2	Azure FSA	2	0	2

Details
Use this grid to review the election details and select the ones you wish to approve or deny.

- If there is any existing Azure HSA associated with a Azure Health Plan, then the associated benefit will be automatically denied should the Azure Health Plan be denied.
- If there is any existing HSA associated with a Azure Dental Plan, then the associated benefit will be automatically denied should the Azure Dental Plan be denied.

An employee will not be able to modify their elections once the event is over. An administrator may modify an employee's elections by impersonating the employee until the day before the Plan Period begins.

[Expand All](#)
[PDF Export](#)
[Excel Export](#)
[Add Columns](#)

Drag a column header here to group by that column

<input type="checkbox"/>	EmployeeID	Employee Name	Date Submitted	Submission Range	Benefit Type	Benefit	Election	Prior Coverage	Dependents	Prior Dependents	Impersonated By
<input type="checkbox"/>	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Health	Azure Dental	Dental (EE Only)		None	None	Davidson Mann
<input type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Disability Insurance	Azure Disability	Waived		None	None	Davidson Mann
<input type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Life Insurance	Azure Elected Life	Waived		None	None	Davidson Mann
<input type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Miscellaneous	Azure FSA	Waived		None	None	Davidson Mann
<input type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Life Insurance	Azure GI Life	\$50000.00 (\$0.00)		None	None	Davidson Mann
<input type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Health	Azure Health	Health High (EE Only)		None	None	Davidson Mann
<input checked="" type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Miscellaneous	Azure HSA	\$25.00 per pay period		None	None	Davidson Mann
<input type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Health	Azure Vision	Waived		None	None	Davidson Mann
<input type="checkbox"/>	AF5BK001	BOWMANE ABCDEFGH	10/16/2019		Miscellaneous	HSA	\$25.00 per pay period		None	None	Davidson Mann
<input type="checkbox"/>	AF5EG001	DELWOOD GARRETT	10/15/2019		Health	Azure Dental	Dental (EE Only)		None	None	Davidson Mann

Deny Selected
 Approve Selected

Error! Please approve any Azure Health Plans prior to approving an associated Azure HSA Plan. Please approve the Azure Health Plan before continuing.

Greenshades Online now ties together Health Savings Accounts with their associated High Deductible Health Plans. Administrators will now more simply be able to deny a HDHP and have the associated HSA be denied to follow compliance regulations.

Navigation

Greenshadesonline.com > Employees > Benefits > Open Enrollment

Old Screen

Sven the Magnificent
Davidson Mann Account Settings Sign Out

Home Employees Payroll Pay History Tax Service Year-End Forms Reports Settings

Employee Management

Employees

Profile **30**

Pay History **5**

Timesheets

Time Off **6**

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Eligibility and Enrollment

Eligibility Changes **80**

Open Enrollment

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Send To Payroll **110**

ACA Dashboard

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Onboarding

Open Enrollment

Select the open enrollment event you wish to manage.

Sprint 15 Test 10/10/2019 - 10/22/2019

Enrollment Period: October 10, 2019 - October 22, 2019

Plan Period: January 01, 2020 - December 31, 2020

Available Benefits: HSA, Cafeteria Plan, Azure Health, Azure Dental, Azure Vision, Azure 401k, Catch-Up, Azure 401k, Azure HSA, Azure FSA, Azure GI Life, Azure Elected Life, Azure Disability, AA Health Test, 401k AA, AA ER Paid - Life Insurance Benefit

Eligible Benefit Packages: DEP AA, DEPR Full Time, Azure, AA Test Package

1 Days Remaining

Send an email to employees who have not completed their elections for this open enrollment event.

[Remind Employees](#)

Review the elections employees have made for this open enrollment event.

[Review Elections](#)

Employee Enrollment Status

Status	Count
Completed	81
Not Started	4

New Screen

The screenshot shows the 'Open Enrollment' review page for 'Sprint 15 Test'. It features a navigation sidebar on the left with categories like Employees, Profile, Pay History, and Documents. The main content area includes a warning banner for 61 employees who haven't completed enrollment, a progress gauge showing 65% completion, and a summary table:

Status	Count	Action
Not Started	61	View Details
In Progress	0	View Details
Completed	4	View Details

Additional information includes the enrollment period (January 1, 2020 - December 31, 2020), a list of available benefits, and a sidebar titled 'Important Dates To Remember' with key dates: Open Enrollment began on October 10, 2019; Deadline for enrollment on October 22, 2019; and Administrative Period from October 23, 2019 to December 31, 2019.

The Open Enrollment Review page is now redesigned to optimize the information that is displayed for our administrators.

Navigation (16841)

Greenshadesonline.com > Settings > Employee Services > Benefits > Benefits Packages > Edit/New (Step 2 of 5)

Old Screen

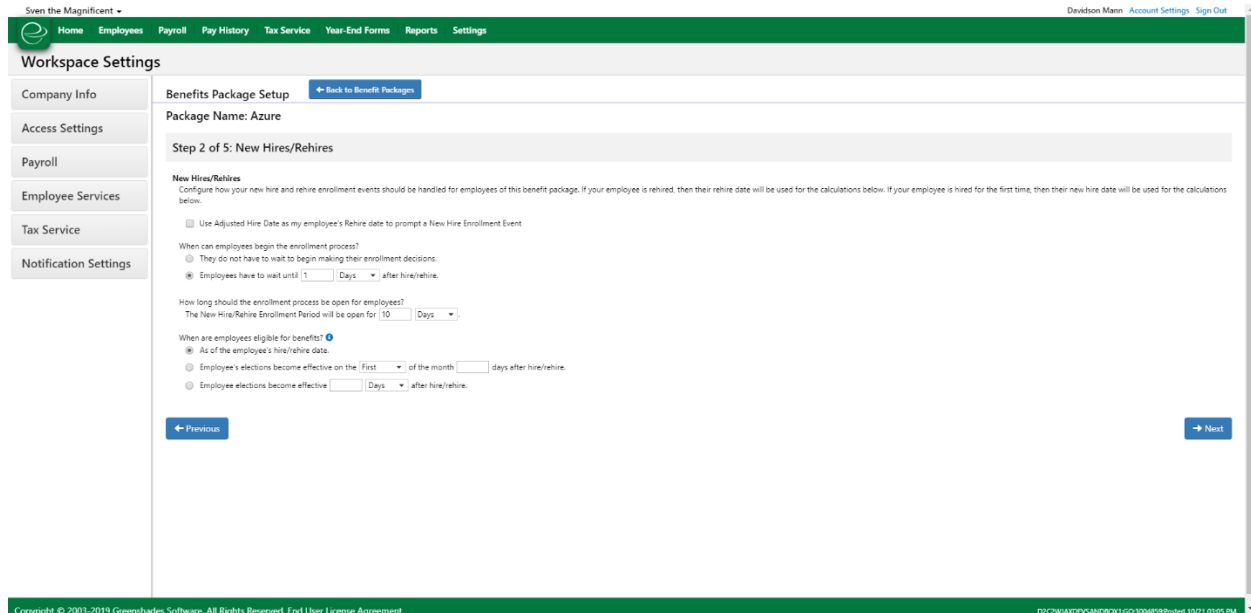
The screenshot shows the 'Benefits Package Setup' page for 'Test 1 package', specifically 'Step 2 of 5: New Hires'. The page includes a sidebar for 'Workspace Settings' and a main configuration area for 'New Hires' with the following options:

- When can employees begin the enrollment process?**
 - They do not have to wait to begin making their enrollment decisions.
 - Employees have to wait until Days after hire.
- How long should the enrollment process be open for employees?**

The New Hire Enrollment Period will be open for Days.
- When are employees eligible for benefits?**
 - As of the employee's hire date.
 - Employee's elections become effective on the of the month days after hire.
 - Employee elections become effective Days after hire.

Navigation buttons for 'Previous' and 'Next' are located at the bottom of the configuration area.

New Screen



GreenShades Online now recognizes the concept of 'Rehires'. Administrators will now be able to set up New Hire Events for rehired employees that follow the same settings as newly hired employees.

Navigation

Greenemployee.com > Documents > W-4

New Feature

Form G-4 (Rev. 02/15/19)

1811004012

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME		1b. YOUR SOCIAL SECURITY NUMBER	
KARTIKEYA	b. ESPIN'OZA	305406440	
2a. HOME ADDRESS (Number, Street, or Rural Route)		2b. CITY, STATE AND ZIP CODE	
2307 ROUND BERRY RUN		Jacksonville	KS 89209

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

3. MARITAL STATUS
(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

A. Single: Enter 0 or 1..... <input type="checkbox"/>	4. DEPENDENT ALLOWANCES <input type="checkbox"/> 5. ADDITIONAL ALLOWANCES <input type="checkbox"/> (worksheet below must be completed) 6. ADDITIONAL WITHHOLDING \$ <input style="width: 50px;" type="text"/>
B. Married Filing Joint, both spouses working: Enter 0 or 1..... <input type="checkbox"/>	
C. Married Filing Joint, one spouse working: Enter 0 or 1 or 2..... <input type="checkbox"/>	
D. Married Filing Separate: Enter 0 or 1..... <input type="checkbox"/>	
E. Head of Household: Enter 0 or 1..... <input type="checkbox"/>	

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES
(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:
 Yourself: Age 65 or over Blind
 Spouse: Age 65 or over Blind Number of boxes checked x 1300.....\$

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:

A. Federal Estimated Itemized Deductions (If Itemizing Deductions).....	\$	<input style="width: 50px;" type="text"/>
B. Georgia Standard Deduction (enter one): Single/Head of Household \$4,600 Each Spouse \$3,000		
C. Subtract Line B from Line A (if zero or less, enter zero).....\$		
D. Allowable Deductions to Federal Adjusted Gross Income.....\$		
E. Add the Amounts on Lines 1, 2C, and 2D.....\$		
F. Estimate of Taxable Income not Subject to Withholding.....\$		
G. Subtract Line F from Line E (if zero or less, stop here).....\$		
H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above..... <input style="width: 50px;" type="text"/>		

(This is the maximum number of additional allowances you can claim. If the remainder is over \$1,500 round up)

7. **LETTER USED** (Marital Status A, B, C, D, or E) **TOTAL ALLOWANCES** (Total of Lines 3 - 5)
 (Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.
 a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. **Check here**
 b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as provided on page 2. My state of residence is . My spouse's (servicemember) state of residence is . The states of residence must be the same to be exempt. **Check here**

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature _____ Date _____

Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding. If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, 1800 Century Blvd NE, Suite 8200, Atlanta, GA 30345

9. EMPLOYER'S NAME AND ADDRESS: _____
EMPLOYER'S FEIN: _____
EMPLOYER'S WH#: _____

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.

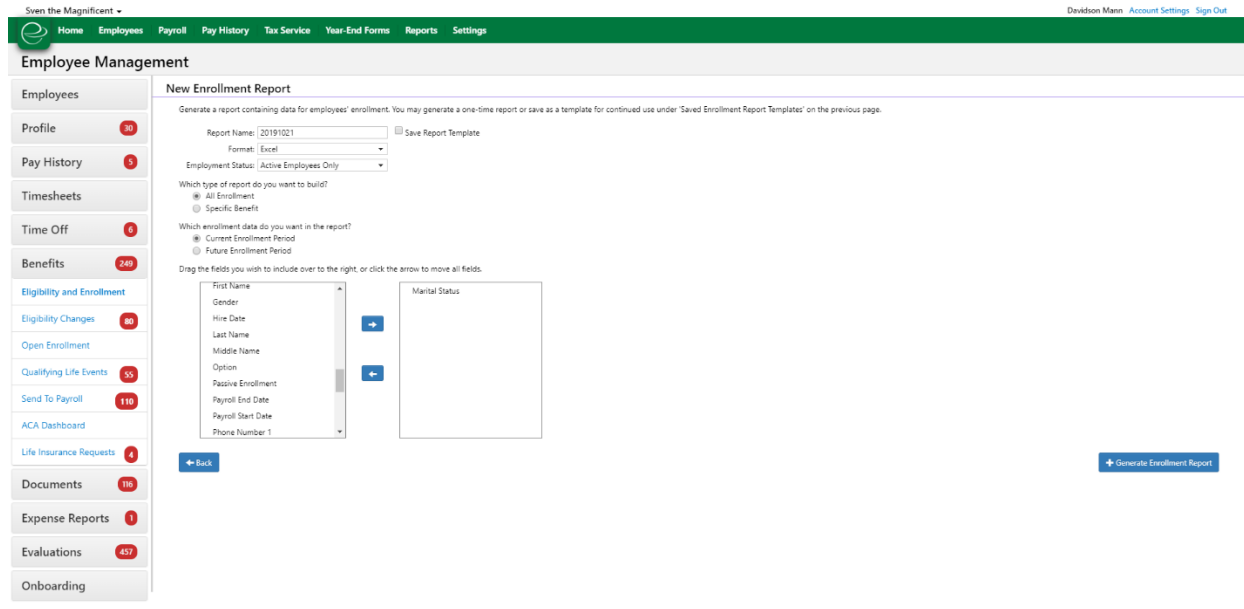
Addition of the Georgia 2019 W-4

Navigation

Greenshadesonline.com > Benefits > Eligibility and Enrollment > New Enrollment Report



New Feature

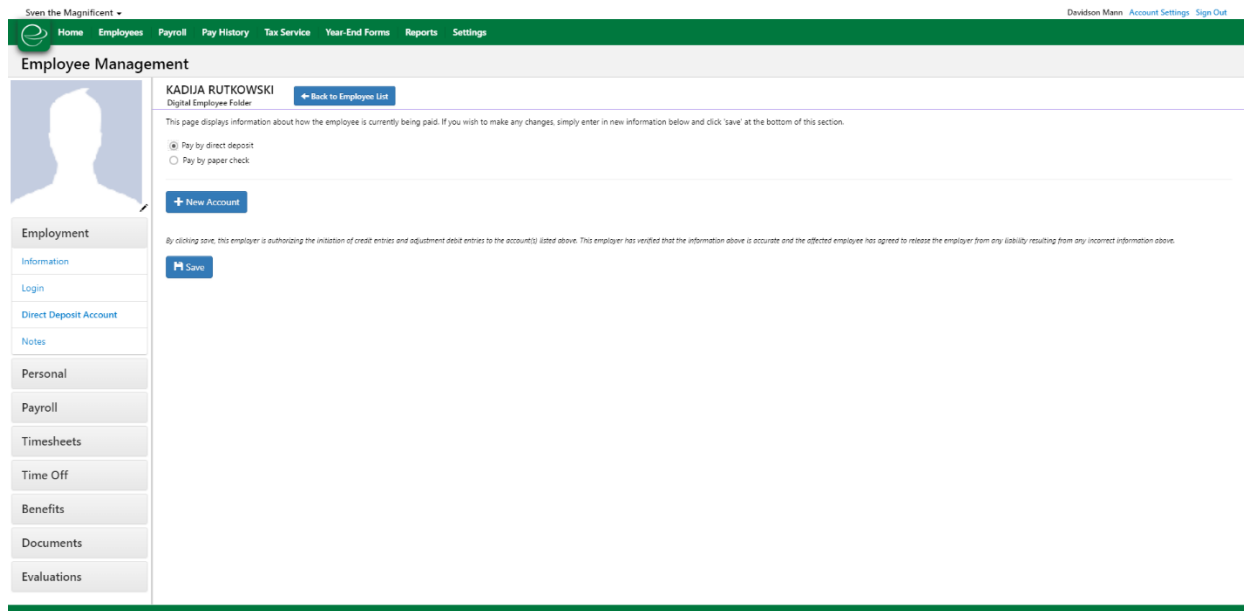


Administrators can now add 'marital status' as a reporting field of the Eligibility/Enrollment Report

Navigation

Greenshadesonline.com > Employees > Choose employee > Direct Deposit Account

New Feature



Administrators now have the ability to override a direct deposit only set up to send a paper check to an employee without changing the overall setting of the workspace.

September 24, 2019 Anticipated Release

Benefits Module

Navigation (72130)

Greenshadesonline.com -> Employees -> Select Employee -> Benefits -> ACA Details

Old Screen

Benefits

Pilar Ackerman
Digital Employee Folder [← Back to Employee List](#)

Full Time Determination

Current Status Information
Employee has not entered a stability period.

Recently Completed Measurement Period
Employee has not completed a measurement period.

Ongoing Measurement Period (Projected Outcome)
Full-Time Status: Full Time
Average Hours / Week: 0
Measurement Period: 09/23/2019 - 09/23/2019
Administration Period: 09/23/2019 - 12/31/2019
Stability Period: 01/01/2020 - 12/31/2020

Monthly Coverage Details
Year: 2019

Month	Full-Time Status	Company	MEC EE	MEC DEP	MEC Spouse	MV	Affordable	Enrolled	Conditional Spousal Offer	Self Insured	1995-C Part II			Flags
											Line 14	Lowest Cost (Line 15)	Line 16	
January	Non Full Time	SUZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
February	Non Full Time	SUZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
March	Non Full Time	SUZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
April	Non Full Time	SUZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
May	Non Full Time	SUZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
June	Non Full Time	SUZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
July	Non Full Time	SUZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
August	Non Full Time	SUZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
September	Non Full Time	SUZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
October	Non Full Time	SUZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
November	Non Full Time	SUZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

New Screen

Benefits

80343 80343
Digital Employee Folder [← Back to Employee List](#)

Affordable Care Act Full-Time Determination

Current Status Information
Full-Time Status: Non Full-Time
Average Hours / Week: 38.67
Measurement Period: 07/01/2019 - 06/30/2019
Administration Period: 07/01/2019 - 06/31/2019
Stability Period: 09/01/2019 - 08/31/2020

Recently Completed Measurement Period
Full-Time Status: Non Full-Time
Average Hours / Week: 38.67
Measurement Period: 07/01/2018 - 06/30/2019
Administration Period: 07/01/2018 - 06/31/2019
Stability Period: 09/01/2019 - 08/31/2020

Ongoing Measurement Period (Projected Outcome)
Employee is not currently in a measurement period.

Override employee's full-time determination and set status to Full-Time

Monthly Coverage Details
Year: 2019

Month	Full-Time Status	Company	MEC EE	MEC DEP	MEC Spouse	MV	Affordable	Enrolled	Conditional Spousal Offer	Self Insured	1995-C Part II			Flags
											Line 14	Lowest Cost (Line 15)	Line 16	
January	Non Full-Time	30584	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
February	Non Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
March	Full-Time	30584	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Override
April	Non Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Override
May	Non Full-Time	30584	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Override
June	Full-Time	30584	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Override

As an administrator, I can now override an employee's full-time ACA determination should Greenshades have calculated their status as non-Full time. This can also be undone should the administrator need to revert the change.

Navigation (93228)

Greenshadesonline.com -> Employees -> Select Employee -> Benefits -> ACA Details

New Feature

Current Status Information
Employee has not entered a stability period.
 Override employee's full-time determination and set status to Full-Time

Recently Completed Measurement Period
Employee has not completed a measurement period.

Ongoing Measurement Period (Projected Outcome)
Employee is not currently in a measurement period.

Monthly Coverage Details
Year: 2019

Month	Full-Time Status	Company	MEC EE	MEC DEP	MEC Spouse	MV	Affordable	Enrolled	Conditional Spousal Offer	Self Insured	1095-C Part II			Flags	
											Line 14	Lowest Cost (Line 15)	Line 16		
January	Non Full-Time	30584	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
February	Non Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
March	Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
April	Non Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
May	Non Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
June	Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
July	Non Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
August	Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
September	Non Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
October	Non Full-Time	30584	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
November	Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
December	Non Full-Time	30584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Resolving Alerts

If you are not seeing the results you expect, please review the information below on how to resolve the issue:

The data for a past month is incorrect and I want to change how it is reported
You may edit the data in the table above and click Save. This will not alter any benefit election information. After this information is sent to year-end forms, you must refile the 1095-C forms for updates to apply.

The data in the current or future month is incorrect or you wish to correct an issue
The information in future months is based on the eligibility and elections currently in the system. You are not able to modify it here. You will need to modify it through the [benefit package set up](#), [health benefit set up](#), or by modifying the employee's elections.

- To resolve "Missing Minimum Essential Coverage" alert:
 - Modify the employee's benefit package to include a health plan providing minimum essential coverage, or move the employee to a benefit package that has a minimum essential coverage offering, or mark one of the employee's current health plan offerings as minimum essential coverage (assuming it is incorrectly marked now).
- To resolve "Missing Minimum Value Coverage" alert:

As an administrator, if I make a change to an employees ACA determination grid, I will now receive a pop-up notification that notify me of the implication of the change I am making. Administrators are then able to cancel or save their changes.

Benefits Settings

Navigation (92847)

Greenshadesonline.com -> Settings -> Benefits -> Benefits Wizard (with any medical benefit checked with ACA settings) -> Employee Only Version -> Affordability

2019 Screen

Home Employees Pay History Tax Service Year-End Forms Reports Settings

Healthcare Insurance Setup Wizard

Current Plans

- Healthcare
 - Traditional Plan
 - Health Reimbursement Account
 - Health Savings Account - EE + Dep
 - CIGNA Health Savings - EE Only - Non-CA
 - CIGNA Health Savings - EE + Dep - CA
 - CIGNA Health Savings - EE Only - CA
 - Dental
 - Standard Dental
 - Enhanced Dental
 - Vision
 - Aetna Network
 - Aetna Network(A19149)
 - Aetna Network(A19149)

Buttons: + Add Another Benefit, + Add Another Option, Move Option, X Delete Option, ← Back to Benefits Settings

You Are Here: Version Management > Information > Applicable Fields > Coverage

How many different coverages can employees elect? 1

Add up to four coverage levels for this option. You must associate any employer or employee contribution to your accounting package benefit and deduction codes in order for proper payroll calculations.

Employee + Child(ren) - Employee + Child(ren)

Employee + Family - Employee + Family

Employee + Spouse - Employee + Spouse

Employee Only - Single

Coverage	Employee Only	Type	Employee Only
Description	Single	HR Benefit Code	HOAPS1
	<input type="checkbox"/> Adjust employee and employer cost down as necessary to ensure premium amount is affordable based on 9.78% of employee's salary.	Payroll Benefit Code	HOAPS1
Insured Amount		Payroll Deduction Code	HOAPS1
Maximum Benefit		Cost to Employees	\$145.57
Office Visit Coverage	See Attachment	Major Medical Coverage	
Rx Coverage		Cost to Employer	\$218.35
Urgent Care Coverage		Deductible	\$1,000.00
Hospital Coverage		Employee Max Age	99
Basic Services		Dependent Max Age	0
Lasik		Co-Insurance	
Materials		Cobra Premium	
Preventative Services	No Charge	Allowances	
		Exams	
		Major Services	
		Ortho	

Buttons: + Add Coverage Level, Back, Move Coverage, X Delete, Next

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2020 Screen

Healthcare Insurance Setup Wizard

Current Plans

- Dental
 - Dental Low
 - Dental High
 - Dental Mid
- Health
 - Dental Mid
 - Health Low +HSA
 - Health Mid
- Vision
 - Vision Low
 - Vision Mid
 - Vision High
 - Vision()
- Dmann Vision
 - Health High

Buttons: + Add Another Benefit, + Add Another Option, Move Option, X Delete Option, ← Back to Benefits Settings

You Are Here: Version Management > Information > Applicable Fields > Coverage

How many different coverages can employees elect? 1

Add up to four coverage levels for this option. You must associate any employer or employee contribution to your accounting package be

HHE1 - Employee Plus One

HHEC - Employee Child

HHEE - Single employee only coverage

Coverage	HHEE
Description	Single employee only coverage
	<input checked="" type="checkbox"/> Adjust employee and employer cost down as necessary to ensure premium amount is affordable based on 9.78% of employee's salary.
Insured Amount	
Maximum Benefit	
Office Visit Coverage	
Rx Coverage	
Urgent Care Coverage	
Hospital Coverage	
Basic Services	
Lasik	
Materials	
Preventative Services	

Update of the affordability rate as per 2020 regulations.

Navigation (92848)

Greenshadesonline.com -> Settings -> Benefits -> Benefit Package -> Edit Package

Old Screen

Workspace Settings

Benefits Package Setup [← Back to Benefit Packages](#)

Package Name: Test 1 package

Step 2 of 5: New Hires

New Hires
Configure how new hire enrollment events should be handled for employees of this benefit package.

When can employees begin the enrollment process? Choose one.

- They do not have to wait to begin making their enrollment decisions.
- Wait for a set number of days, weeks, or months after hire. Configure duration below.
Employees have to wait until Days after hire.
- Wait until a specific day after hire. Configure duration below.
Employees have to wait until the first Days after hire.

How long should the enrollment process be open for employees?
The New Hire Enrollment Period will be open for Days.

When do employee enrollment selections become effective? Choose one. (This setting can be overridden on an individual level during the approval process.)

- As of the day the enrollment selections are approved.
- As of the employee's hire date.
- After a certain amount of days following an employee's hire date. Configure duration below.
Employee elections become effective Days after hire.

[← Previous](#) [→ Next](#)

New Screen

 Days after hire.', and 'Employees have to wait until the first Days after hire.'. Below this, it asks 'How long should the enrollment process be open for employees?' with a dropdown for 90 days. The final question is 'When are employees eligible for benefits?' with three radio button options: 'As of the employee's hire date.' (selected), 'Employee's elections become effective on the of the month days after hire.', and 'Employee elections become effective Days after hire.'. Navigation buttons for 'Previous' and 'Next' are at the bottom."/>

Workspace Settings

Benefits Package Setup [← Back to Benefit Packages](#)

Package Name: Regular Employee pkg

Step 2 of 5: New Hires

New Hires
Configure how new hire enrollment events should be handled for employees of this benefit package.

When can employees begin the enrollment process?

- They do not have to wait to begin making their enrollment decisions.
- Employees have to wait until Days after hire.
- Employees have to wait until the first Days after hire.

How long should the enrollment process be open for employees?
The New Hire Enrollment Period will be open for Days.

When are employees eligible for benefits?

- As of the employee's hire date.
- Employee's elections become effective on the of the month days after hire.
- Employee elections become effective Days after hire.

[← Previous](#) [→ Next](#)


As an administrator, when I am setting up a New Hire Event, I will now have a revised set of settings for my New Hire Events. I can set up when an employee is eligible for benefits, when they can make their selection, and their waiting period should there be any.

Navigation (88643)

Greenshadesonline.com -> Settings -> Employee Services -> Benefits -> Enrollment Events

Old Screen

Suzette ▾

 Home Employees Pay History Tax Service Year-End Forms Reports Settings

Open Enrollment Event Setup

General Settings

What plan period does this enrollment event cover?


Any benefit versions with payroll begin and end dates within this date range will be available for your selection for this enrollment event.

Start Date:

End Date:

[← Back](#) [→ Next](#)

New Screen

 Home Employees Payroll Pay History Year-End Forms Reports Settings

Open Enrollment Event Setup

General Settings

What plan period does this enrollment event cover?

Any benefit versions with payroll begin and end dates within this date range will be available for your selection for this enrollment event.

Start Date:

End Date:

The Benefit Effective Start Date will be set to the Plan Start Date listed above. If you would like to change this date once the benefits are effective, please go to the employee's Employee Maintenance Card --> Employee Benefits to select a new date.

[← Back](#) [→ Next](#)

As an administrator, when I am setting up an Open Enrollment Event, I am now notified that my selected benefits Benefit Effective Start Dates will be set to the Plan Start Date listed in the wizard of the page. Administrators will also be able to override this should they need to.

Navigation (92196)

Greenshadesonline.com -> Settings -> Notification Settings -> Admin Settings

New Feature

When a Passive Enrollment event has completed, any administrators with Open Enrollment emails activated will receive an email notifying them that Passive Enrollment is complete. However, if no administrators have the setting activated, then super administrators will now receive the email so that the organization is notified.

Green Employee

Navigation (88885)

Greenemployee.com -> Benefits -> Qualifying Life Event -> Select Benefits -> More Information

Old Screen

The screenshot shows the 'Qualifying Life Event' page in a web application. The top navigation bar includes 'Employee Home', 'HR Profile', 'Timesheet', 'Time Off', 'Pay History', 'Benefits', 'Documents', and 'Employee Management'. The main heading is 'Qualifying Life Event'. Below it, there is a section for 'Name of Option 1 Election' with a table of details. A modal window titled 'Name of Option 1 Details' is open, displaying two tables of information for 'Employee Only' and 'Employee + Spouse' options.

Employee Only	
Description	Description of Coverage 1
Start Date	1/1/2018
End Date	None
Deduction Frequency	SemiMonthly
Provider	Name of Provider
Employee Cost	\$100.00
Deductible	\$500.00
Dependent Max Age	0
Employee Max Age	99
Employer Cost	\$599.00

Employee + Spouse	
Description	Description of Coverage 2
Start Date	1/1/2018
End Date	None
Deduction Frequency	SemiMonthly
Provider	Name of Provider
Employee Cost	\$200.00
Deductible	\$0.00
Dependent Max Age	0
Employee Max Age	0
Employer Cost	\$350.00

New Screen

Benefits Module Release Notes

The screenshot displays the 'Benefits' section of the GreenShades employee portal. The 'Current Enrollment' section lists several benefit options, each with a 'Requires Enrollment Event' tag and a 'Your Cost' value:

- Vision - Employee + Spouse - Cigna Vision: Your Cost: \$7.06 SemiMonthly
- Dental - Employee + Family - Standard Dental: Your Cost: \$52.65 SemiMonthly
- Short-Term Disability: Your Cost: 0% Gross Wages
- Accidental - Family Plan 2: Your Cost: \$14.31 SemiMonthly
- Healthcare - Employee + Family - Health Savings Account (HSA): EE+Dep - Non CA: Your Cost: \$235.88 SemiMonthly
- Dependent Care: Your Cost: \$180.00 SemiMonthly
- HSA Contribution - Non CA Dependents: Your Cost: \$1,000.00 SemiMonthly

A 'Vision Details' pop-up window is open, showing the following information:

Description	Coverage for you plus your Spouse.
Start Date	7/1/2019
End Date	6/30/2020
Provider	CIGNA Healthcare
Employee Cost	\$7.06 SemiMonthly
Employer Cost	\$0.00 SemiMonthly
Covered Spouse	SCRUBBED X SCRUBBED

The interface also includes sections for 'Enrollment Events', 'Open Enrollment', 'Qualifying Life Events', and 'Personal Information'.

Employees are now able to clearly see what both their cost will be and at what frequency, along with their employer's cost and frequency.

Navigation (59314)

Greenemployee.com -> Benefits -> New Hire Enrollment

New Feature

The 'New Hire Enrollment' pop-up window contains the following text:

Welcome to your new hire enrollment! You are eligible for benefits in the current plan year and the upcoming plan year. You will first have the option to select your benefits for the current plan year. Once you are done, please click "Continue" to select your benefits for the upcoming plan year.

At the bottom right of the window is a blue button labeled '→ Ok'.

Should an employee become eligible to enroll in benefits after an Open Enrollment event has ended and prior to a new plan year beginning, they are now able to enroll in both the current plan years offerings and the upcoming plan years elections in their New Hire Event.

August 28, 2019 Anticipated Release

Benefits Module

Qualifying Life Events

As an employee, I can now submit a Qualifying Life Event to modify both my current plan year elections and my future year elections should Open Enrollment be closed. The employee can choose whether they want to modify their current elections, future year elections, or both. They can then choose the elections they wish to modify and submit for approval.

Navigation (40416)

GreenshadesOnline.com -> Benefits -> Claim a Qualifying Life Event

Current Screen

The screenshot shows the 'Claim A Qualifying Life Event' interface. At the top, there is a navigation bar with 'Employee Home', 'HR Profile', 'Time Off', 'Pay History', 'Benefits', and 'Documents'. The main heading is 'Claim A Qualifying Life Event'. Below this, it indicates 'Step 4 of 5: Changes to Current Enrollment'. The screen is divided into two sections: 'Health' and 'Retirement Benefits'. Under 'Health', there are three rows: 'Health' (with 'Modify' and 'Remove' buttons), 'Dental' (with an 'Enroll' button), and 'Vision' (with 'Modify' and 'Remove' buttons). Each row includes a 'Show Enrollment Details' link and cost information (Employer Cost and Employee Cost). Under 'Retirement Benefits', there is one row for '403B' with an 'Enroll' button.

Benefit Type	Plan Name	Employer Cost	Employee Cost	Action
Health	Health			Modify, Remove
	Dental	\$30.01	\$70.01	Enroll
	Vision	\$30.01	\$60.01	Modify, Remove
Retirement Benefits	403B			Enroll

New Screen

The Maxinfecent Company Kelsey Middle Sites (impersonated by QALegacy@greenshades.com) Account Settings Sign Out

Employee Home HR Profile Time Off Pay History - Benefits Documents -

Claim A Qualifying Life Event

Claim a Qualifying Life Event

A qualifying life event is a change in your life that may make you eligible for a Special Enrollment Period to enroll in benefits. Examples of qualifying life events are moving to a new state, change in employment status and changes in your family size (for example, if you marry, divorce, or have a baby).

Step 1: Current or Upcoming Plan Year Enrollments

Please select which enrollments are affected by this qualifying life event:

- I'd like to make changes to my **current** enrollments only.
- I'd like to make changes to my **upcoming** plan year enrollments only.
- I'd like to make changes to **both, current AND upcoming** enrollments.

[Cancel](#) [Continue](#)

The Maxinfecent Company Kelsey Middle Sites (impersonated by QALegacy@greenshades.com) Account Settings Sign Out

Employee Home HR Profile Time Off Pay History - Benefits Documents -

Claim A Qualifying Life Event

Claim a Qualifying Life Event

Step 5 of 5: Changes to Future Enrollment

Health

Health	Enroll
Show Enrollment Details	You have not made any elections in this benefit.
Dental	Enroll
Show Enrollment Details	You have not made any elections in this benefit.
Vision	Enroll
Show Enrollment Details	You have not made any elections in this benefit.

Retirement Benefits

403B	Enroll
Show Enrollment Details	You have not made any elections in this benefit.
T401K	Enroll
Show Enrollment Details	You have not made any elections in this benefit.

Qualifying Life Events

Pending Qualifying Life Events Reviewed Qualifying Life Events

Pending Current Qualifying Life Events

Use this grid to approve employee election requests for the **current** plan year. This plan year is currently underway and effective dates can only be assigned from within this current plan year.

PDF Export Excel Export

Employee Name	Employee ID	Submitted Date	Event Type	Impersonated By
Filter	Filter		Filter	Filter
Review HARLEIGH SPOPHN	AFSH001	8/28/2019	Addition of a new family member (marriage, birth, adoption)	QA Legacy User
		1	10	

Pending Upcoming Plan Year Qualifying Life Events

The below Qualifying Life Events have been submitted to effect the upcoming plan year, but have been submitted after the Open Enrollment period closed. These Qualifying Life Events will effect only the upcoming plan year, not the current year. **Once the Open Enrollment selections are approved or denied, any Qualifying Life Events submitted for the upcoming plan year will appear in this section.**

PDF Export Excel Export

Employee Name	Employee ID	Submitted Date	Event Type	Impersonated By
Filter	Filter		Filter	Filter
Review KEMBLE STEFFEY	AFSKS001	8/22/2019	Dependent is no longer in school	QA Legacy User
Review KEMBLE STEFFEY	AFSKS001	8/28/2019	Other	QA Legacy User
Review HARLEIGH SPOPHN	AFSH001	8/28/2019	Addition of a new family member (marriage, birth, adoption)	QA Legacy User
Review GIACOBBE TOULD	ANHGT001	8/27/2019	Other	QA Legacy User
		1	10	

Life Insurance

Navigation (92339 and 90175)

Greenemployee.com -> Benefits -> Current Elections and Pending Elections

Claim A Qualifying Life Event

Claim a Qualifying Life Event

LLIFE Enrollment

[More Information](#) [Show Documents](#)

Automatically created from [LLIFE] benefit.

Enrollment and Coverage Amount
Choose your elected coverage amount for yourself and any dependents you wish to enroll.

Relationship	Smoker	Guarantee Issue Amount	Increment	Insured Amount	Premium
<input type="checkbox"/> John Eaker	SELF	\$50,000.00		\$0.00	\$0.00
	Child	\$25,000.00		\$0.00	\$0.00
					Total Premium: \$0.00

Beneficiaries
Designate the beneficiaries for this benefit. If your desired beneficiary is not listed, please add him or her as a dependent or contact under your Profile.

Name	Relationship	Beneficiary Type	Percent to Pay
<input type="checkbox"/> John Eaker	Child		0%
<input type="checkbox"/> ARTHUR STATS	Self		0%

[Back](#) [Enroll](#)

Employee Home HR Profile Timesheet Time Off Pay History Benefits Documents

Benefits

Current Enrollment

Below are your current benefit elections. Click on More Details to see further details.

Other
Change Enrollment
Unenroll

[More Details](#) Your Cost: \$0.00

GIA Life Insurance
Change Enrollment
Unenroll
Guaranteed Issue Amount

This is your life insurance premium until the Evidence of Insurability is approved.
[More Details](#) Your Cost: \$300.00

Enrollment Events

Open Enrollment

Your employee open enrollment ev not yet started. During this period, your employee's enrollment by click not available to your employees.

[Modify Elections](#)

Elections Last Submitted on August 28, 201

Qualifying Life Events

Have you had a life event that quali elections?

[Claim a Qualifying Life Event](#)

Pending Elections

Below are your pending benefit elections. These benefits will become active on the benefit start date.

Vision - VME1 - Vision(123463)
Pending
Effective: Upon Approval

[More Details](#) Employer Cost: \$300.01 Your Cost: \$60.01

Dental - DME1 - Mid-Dental(123460)
Pending
Effective: Upon Approval

[More Details](#) Employer Cost: \$300.01 Your Cost: \$60.01

Personal Information

Below is your personal information. P when necessary.

My Information

First Name: SYNCLAIR

Previously as an employee, if I were to elect coverage greater than my Guaranteed Issue Amount, I would see two pending elections for Life Insurance with two different premiums. Now, the employee will see one pending election for the full coverage amount with a status of waiting for administrator approval. Once the Guaranteed Issue Amount is approved, that line item will move under the employees current elections. The full premium will remain in pending administrator approval while the Evidence of Insurability is under review. Once the Evidence of Insurability is approved, the fully approved coverage and premium will appear under the employee's current elections. This information is now also available in the Employee Enrollment History PDF Download.

Navigation (90582)

Greenemployee.com -> Benefits -> Open Enrollment/New Hire Event/ Qualifying Life Event -> Life Insurance Enrollment

Current Screen

Sven the Magnificent
 Employee Home HR Profile Timesheet Time Off Pay History - Benefits Documents -

Claim A Qualifying Life Event

LLIFE Enrollment

More Information Show Documents

Automatically created from [LLIFE] benefit.

Enrollment and Coverage Amount
 Choose your elected coverage amount for yourself and any dependents you wish to enroll.

	Relationship	Smoker	Guarantee Issue Amount	Increment	Insured Amount		Premium
<input type="checkbox"/>	SELF	<input type="checkbox"/>	\$50,000.00		\$0.00	(Max Allowed: \$150,000.00)	\$0.00
<input type="checkbox"/>	New Phone Who Dis	Spouse <input checked="" type="checkbox"/>	\$50,000.00		\$400.00	(Max Allowed: \$100,000.00)	\$0.00
<input checked="" type="checkbox"/>	Roy T. testering	Spouse <input type="checkbox"/>	\$50,000.00		\$400.00	(Max Allowed: \$100,000.00)	\$0.00
<input checked="" type="checkbox"/>	Tom Elder	Child	\$25,000.00		\$1,200.00	(Max Allowed: \$50,000.00)	\$0.00
	Bennett Elder	Child	\$25,000.00		\$1,200.00	(Max Allowed: \$50,000.00)	\$0.00
	Reggie Reggerson	Child	\$25,000.00		\$1,200.00	(Max Allowed: \$50,000.00)	\$0.00
	Ticket 484812	Child	\$25,000.00		\$1,200.00	(Max Allowed: \$50,000.00)	\$0.00
	Chair Pratt	Child	\$25,000.00		\$1,200.00	(Max Allowed: \$50,000.00)	\$0.00
	Janet sdfs	Child	\$25,000.00		\$1,200.00	(Max Allowed: \$50,000.00)	\$0.00
Total Premium:							\$0.00

Beneficiaries
 Designate the beneficiaries for this benefit. If your desired beneficiary is not listed, please add him or her as a dependent or contact under your Profile.

Name	Relationship	Beneficiary Type	Percent to Pay
<input type="checkbox"/>	Anotha One	Other	0%
<input type="checkbox"/>	Bennett Elder	Child	0%
<input type="checkbox"/>	Chair Pratt	Child	0%
<input type="checkbox"/>	Janet sdfs	Child	0%
<input type="checkbox"/>	New Phone Who Dis	Spouse	0%
<input type="checkbox"/>	Reggie Reggerson	Child	0%
<input type="checkbox"/>	Roy T. testering	Spouse	0%
<input type="checkbox"/>	Ticket 484812	Child	0%
<input type="checkbox"/>	Tom Elder	Child	0%
<input type="checkbox"/>	Contact	Friend	0%

New Screen

Kitten Company
 Employee Home HR Profile Time Off Pay History - Benefits Documents -

Claim A Qualifying Life Event

LI - GI Enrollment

More Information

guarantee issue

Enrollment and Coverage Amount
 Choose your elected coverage amount for yourself and any dependents you wish to enroll.

	Relationship	Smoker	Guarantee Issue Amount	Insured Amount		Premium	
<input checked="" type="checkbox"/>	SELF	<input type="checkbox"/>	\$10,000.00	\$0.00	(Max Allowed: \$20,000.00)	\$5.00	
<input checked="" type="checkbox"/>	Spouse Westbrook	Spouse <input type="checkbox"/>		\$10,000.00		\$2.00	
<input checked="" type="checkbox"/>	Kid j. Westbrook jr	Child		\$5,000.00		\$1.00	
<input type="checkbox"/>	AndAnother T. Child	Child		\$5,000.00		\$0.00	
<input checked="" type="checkbox"/>	Another T. Child	Child		\$5,000.00		\$1.00	
Total Premium:							\$9.00

Beneficiaries
 Designate the beneficiaries for this benefit. If your desired beneficiary is not listed, please add him or her as a dependent or contact under your Profile.

Name	Relationship	Beneficiary Type	Percent to Pay
<input type="checkbox"/>	AndAnother T. Child	Child	0%
<input type="checkbox"/>	Another T. Child	Child	0%
<input type="checkbox"/>	Kid j. Westbrook jr	Child	0%
<input type="checkbox"/>	Spouse Westbrook	Spouse	0%
<input type="checkbox"/>	Tori test		0%
<input type="checkbox"/>	TIRION LANISTER	Self	0%

[Back](#) [Enroll](#)

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D101C1W01SG010000118E209601

As an employee, I can now select which dependent I would like to cover for life insurance.

Navigation (80457)

Greenshadesonline.com -> Employees -> Benefits -> Eligibility and Enrollment -> Create A Report

New Feature

The screenshot shows the 'New Enrollment Report' configuration page in the GreenShades system. The left sidebar contains navigation options: Employees, Profile, Pay History, Timesheets, Time Off, Benefits (65), Eligibility and Enrollment, Eligibility Changes (60), Open Enrollment, Qualifying Life Events (3), Send To Payroll (2), ACA Dashboard, Life Insurance Requests, Documents (1), Expense Reports (23), Evaluations (65), and Onboarding. The main content area is titled 'New Enrollment Report' and includes the following configuration options:

- Report Name: 20190827
- Format: Excel
- Employment Status: Active Employees Only
- Which type of report do you want to build?
 - All Enrollment
 - Specific Benefit
- Which enrollment data do you want in the report?
 - Current Enrollment Period
 - Future Enrollment Period
- Drag the fields you wish to include over to the right, or click the arrow to move all fields.

The right-hand list of fields includes: Address, Benefit Effective End Date, Benefit Effective Start Date, Benefit End Date, Benefit Package End Date, Benefit Package Start Date, Benefit Start Date, Birth Date, City, Employee or Dependent, Benefit Code, Benefit Type, Employee Cost, Employer Cost, Employee Life Insurance Cost, Coverage Amount, Spouse Life Insurance Cost, Total Child(ren) Life Insurance Cost, and Total Cost. A red box highlights the last four items: Employee Life Insurance Cost, Coverage Amount, Spouse Life Insurance Cost, and Total Child(ren) Life Insurance Cost. At the bottom, there are 'Back' and 'Generate Enrollment Report' buttons.

As an administrator, I am now able to generate a life insurance report that includes costs by “Employee Pay Period Cost Amount”, “Spouse Pay Period Cost Amount”, and “Total Children Pay Period Cost Amount”. Previously, the administrator was only seeing the total amount for all three coverages as the total cost.

July 23, 2019 Anticipated Release

Benefits Module

Navigation

Greenshadesonline.com -> Settings -> Employee Services -> Benefits -> Benefits tab

Current screen

Benefits

Use this area to setup benefits, create new versions, manage enrollment, and configure Affordable Care Act parameters.

Benefits
Benefit Groups
Benefit Packages
Enrollment Events
Affordable Care Act

Benefits are grouped as Healthcare, Life/Disability, Retirement and Other. Healthcare benefits include Health, Dental and Vision. Other benefit section is for HSA, FSA, and non-traditional benefits such as Pet Insurance

Healthcare Benefits
+ New Healthcare Benefit

There are 8 healthcare benefits available to offer employees. Within those 8 benefits, there are 20 total different coverage-options available.

	Name	Options	Description
Edit	Health Insurance	5	BCBS Description
Edit	BCBS of IL	3	BCBS of IL
Edit	Aetna	1	Aetna
Edit	UHC	1	UHC
Edit	Archived	6	old stuff
Edit	Name of Benefit	2	Description of Benefit
Edit	Sync This	1	This should sync
Edit	Azure Health Plan	1	Azure Testing

Retirement Plans
+ New Retirement Benefit

There are 5 retirement plans available to offer employees.

	Name	Description
Edit	401k	401k

New screen

Benefits

Use this area to setup benefits, create new versions, manage enrollment, and configure Affordable Care Act parameters.

Benefits
Benefit Groups
Benefit Packages
Enrollment Events
Affordable Care Act

Benefits are grouped as Healthcare, Life/Disability, Retirement and Other. Healthcare benefits include Health, Dental and Vision. The "Other" benefit section is for HSA, FSA, and non-traditional benefits such as Pet Insurance or Gym Memberships.

Healthcare Benefits
New Healthcare Benefit

There are 8 healthcare benefits available to offer employees. Within those 8 benefits, there are 20 total different coverage/options available.

	Options	Description	
Health Insurance	5	BCBS Description	Delete
BCBS of IL	3	BCBS of IL	Delete
Aetna	1	Aetna	Delete
UHC	1	UHC	Delete
Archived	6	old stuff	Delete
Name of Benefit	2	Description of Benefit	Delete
Sync This	1	This should sync	Delete
Azure Health Plan	1	Azure Testing	Delete

Retirement Plans
New Retirement Benefit

There are 5 retirement benefits available to offer employees.

	Description	
401k	401k	Delete
401k Roth	401k Roth	Delete
401k Roth Weekly	401k Roth Weekly	Delete

To edit a benefit, an administrator will now click the name of the benefit. The delete function is available on the grid.

Release Notes for 07/03/19

Benefit tab reorder

Navigation

GreenshadesOnline -> Settings -> Employee Services -> Benefits

Tabs

Original Layout:

The screenshot shows the 'Benefits' tab interface. At the top, there are five tabs: 'Benefit Packages', 'Benefits', 'Enrollment Events', 'Benefit Groups', and 'Affordable Care Act'. Below the tabs, there is a text block stating: 'Listed below in the grid are your existing benefit packages. Click on 'Edit' to modify an existing package, or click on 'New Benefit Package' to create a new one. 89 employees are currently offered benefits under the following 3 packages. 7 employees are not currently being offered benefits.' Below this text is a blue button labeled '+ New Benefit Package'. At the bottom is a table with three columns: 'Package', 'Number of Employees Covered', and 'Number of Benefits Offered'. Each row in the table has an 'Edit' link to its left.

	Package	Number of Employees Covered	Number of Benefits Offered
Edit	Test 1 package	69	24
Edit	No STD or 401k	15	11
Edit	Part Time	5	4

To improve the flow, the setup tabs have been reordered. Tabs now reflect the order an administrator would interact with the tabs during benefit setup. Clarifying text has been added above the grid, as well as under each tab.

New tab order:

The screenshot shows the updated 'Benefits' tab interface. The browser address bar shows the URL: https://bengo.greenshadesonline.com/Settings/spav2.aspx?pageTitle=Benefits&spaAlias=BenefitsSettings#/benefits/settings/benefits. The navigation menu includes 'Home', 'Employees', 'Payroll', 'Pay History', 'Tax Service', 'Year-End Forms', 'Reports', and 'Settings'. The 'Benefits' tab is selected. Below the navigation is a sidebar with 'Workspace Settings' and a list of settings categories: 'Company Info', 'Access Settings', 'Payroll', 'Employee Services', 'Tax Service', and 'Notification Settings'. The main content area is titled 'Benefits' and contains the following text: 'Use this area to setup benefits, create new versions, manage enrollment, and configure Affordable Care Act parameters.' Below this text are five tabs: 'Benefits', 'Benefit Groups', 'Benefit Packages', 'Enrollment Events', and 'Affordable Care Act'. The 'Benefits' tab is active, showing a section for 'Healthcare Benefits' with a blue button labeled 'New Healthcare Benefit'. Below this is another text block: 'There are 7 healthcare benefits available to offer employees. Within those 7 benefits, there are 17 total different coverage-options available.' At the bottom is a table with two columns: 'Name' and 'Edit'. The rows are: 'Dental Tests', 'Health', 'Vision', and 'Other'.

Benefit packages

Original Layout

As an administrator, when reviewing or creating a package, this is the original landing page.

Benefits

Benefit Packages | Benefits | Enrollment Events | Benefit Groups | Affordable Care Act

Listed below in the grid are your existing benefit packages. Click on 'Edit' to modify an existing package, or click on 'New Benefit Package' to create a new one.

89 employees are currently offered benefits under the following 3 packages.
7 employees are not currently being offered benefits.

[+ New Benefit Package](#)

	Package	Number of Employees Covered	Number of Benefits Offered
Edit	Test 1 package	69	24
Edit	No STD or 401k	15	11
Edit	Part Time	5	4

When choosing to edit an existing package or creating a new package, the landing screen is confusing.

← → ↻ <https://www.greenshadesonline.com/OtherSettings/GOES/BFT/BenefitPackages.aspx?s=68920697-2f9a-4d2c-bde5-04f88fb42d19>

Suzette ▾

[Home](#) [Employees](#) [Pay History](#) [Tax Service](#) [Year-End Forms](#) [Reports](#) [Settings](#)

Benefit Package Setup

Setup packages of benefits based on employee groups.

Current Benefit Packages

- Test 1 package
- No STD or 401k
- Part Time

[+ Add new package](#)
[✕ Remove this package](#)
[← Return to Settings](#)

You Are Here: Information

Name:

Description:

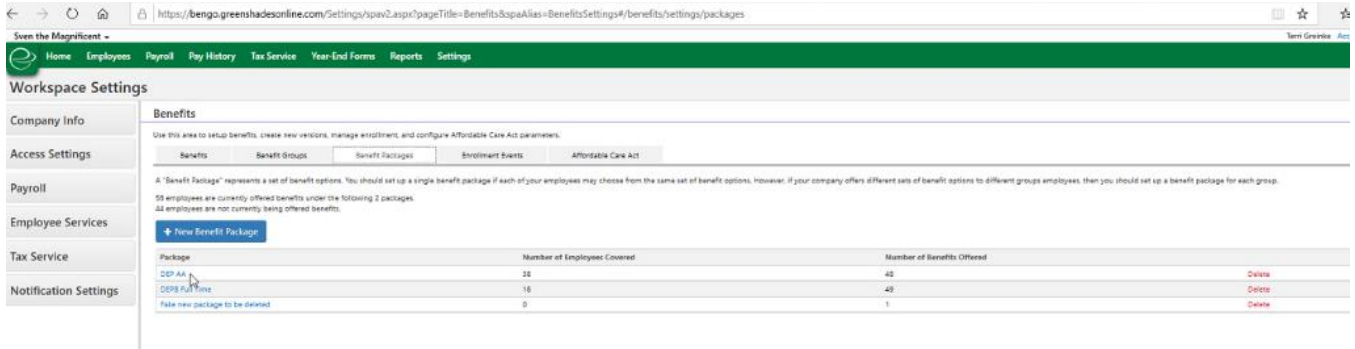
Available Benefits
Select which benefits are included in this benefit package.

<input checked="" type="checkbox"/>	Aetna	Aetna	Health Care
<input checked="" type="checkbox"/>	Archived	old stuff	Health Care
<input type="checkbox"/>	Azure Health Plan	Azure Testing	Health Care
<input checked="" type="checkbox"/>	BCBS of IL	BCBS of IL	Health Care
<input checked="" type="checkbox"/>	Health Insurance	BCBS Description	Health Care

New Layout

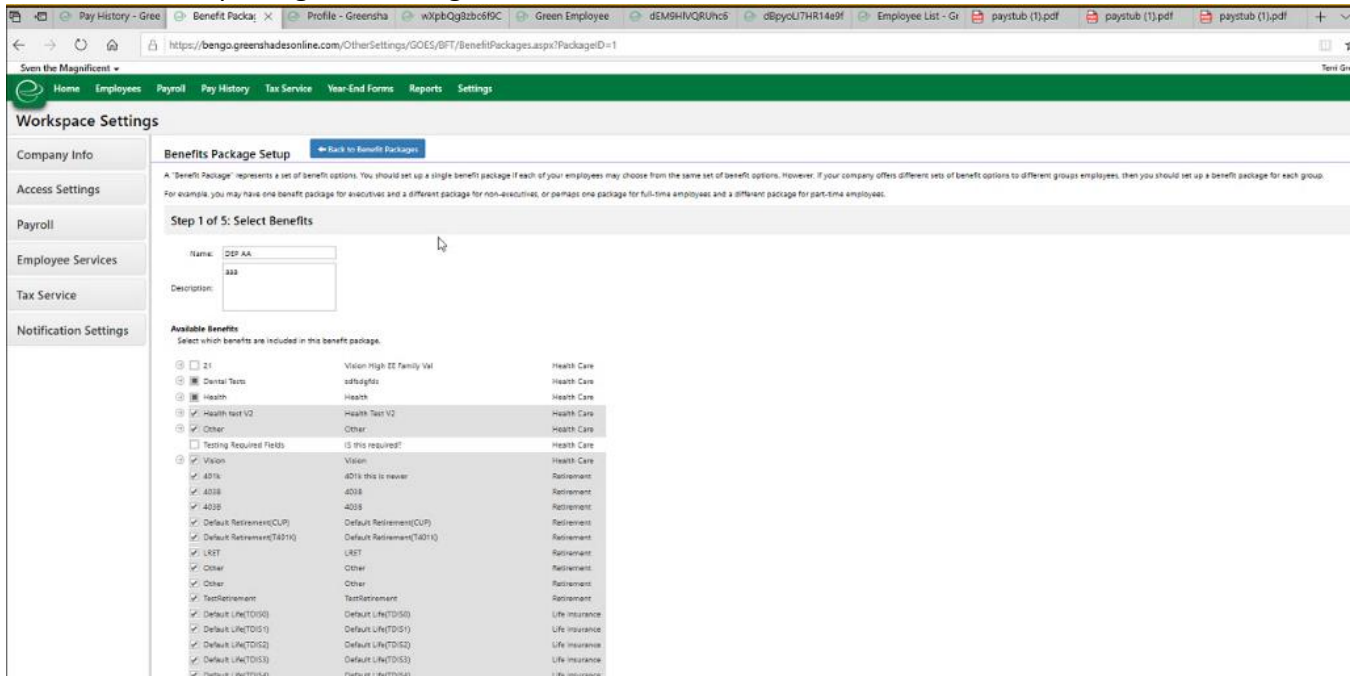
Now, as an administrator, the package names are the hyperlinks to edit packages, and in the event a package needs to be deleted, the red delete feature is now on the main tab.

Benefits Module Release Notes



For all steps, the left-hand list of packages has been replaced with the standard Greenshades navigation.

Step 1 of 5 captures the name and the description of the benefit package as well as the selection of benefits for this package. No changes were made to this function.



Step 2 of 5 captures the new hire settings for this benefit package. No changes were made to this function.

Workspace Settings

Company Info

Access Settings

Payroll

Employee Services

Tax Service

Notification Settings

Benefits Package Setup [← Back to Benefit Packages](#)

Package Name: DEP AA

Step 2 of 5: New Hires

New Hires
Configure how new hire enrollment events should be handled for employees of this benefit package.

When can employees begin the enrollment process? Choose one.

- They do not have to wait to begin making their enrollment decisions.
- Wait for a set number of days, weeks, or months after hire. Configure duration below.
Employees have to wait until Days after hire.
- Wait until a specific day after hire. Configure duration below.
Employees have to wait until the first after Days after hire.

How long should the enrollment process be open for employees?
The New Hire Enrollment Period will be open for Days.

When do employee enrollment selections become effective? Choose one. (This setting can be overridden on an individual level during the approval process.)

- As of the day the enrollment selections are approved.
- As of the employee's hire date.
- After a certain amount of days following an employee's hire date. Configure duration below.
Employee elections become effective Days after hire.

[← Previous](#)

Step 3 of 5 captures the eligibility filters for this benefit package. No changes were made to this function.

Benefits Package Setup [← Back to Benefit Packages](#)

Package Name: DEP AA

Step 3 of 5: Eligibility Rules

Use this page to define the group of employees who are eligible for this benefit package. If your company only offers one benefit package, then assign all employees to this package. Otherwise, use the rules below to define a specific group of employees for this package.

If you wish to create a complicated set of criteria, including both "And" and "Or" rules with different orders-of-operations, then you may use the grouping checkbox on any individual line below. Please contact Greenshades Support if you require any assistance setting up employee groups on this page.

Note that any individual employee may not be eligible for more than one benefit package.

Field	Operator	Value
Address One	is	0344q33
Employee ID	is	3q6wa3566w4g6v

[← Previous](#)

Step 4 of 5 captures any conflicts for employees because of the previous step's eligibility filters. It is strongly recommended that eligibility filters be adjusted to remove any conflicts, however, in the event that an override is necessary, the administrator will have the option of manually assigning a package to an employee on this report. If this option is chosen, the package filters will be overridden, and this employee will be assigned to this package until they are manually removed.

Benefits Module Release Notes

https://bengo.greenshadesonline.com/OtherSettings/GOES/BFT/BenefitPackages.aspx?PackageID=1#

Home Payroll Pay History Tax Service Year-End Forms Reports Settings

Term Greinke Account Settings Sign Out

Settings

Benefits Package Setup [← Back to Benefit Packages](#)

Package Name: DEP AA

Step 4 of 5: Employee Package Conflicts

Based on the rules you provided in the previous step, one or more employees are now eligible for multiple benefit packages. This is not allowed. In order for Greenshades to offer the correct set of benefits to any individual employee, they must be eligible for exactly one benefit package. Each employee with a conflict is listed below.

There are two ways to resolve this problem: We recommend you return to the prior page to more clearly define the group of employees for this benefit package. Alternatively, you may use the drop-downs below in order to manually place the conflicting employees into specific packages, thereby overriding the groups that you have configured. Note that if you manually place an employee into a package then they will stay there until manually changed.

Employee ID	Employee Name	Package
AFLEP001	Jack Pettigrew	
AKR001	Ticket20998 Employee	

[← Previous](#) [→ Next](#)

Step 5 of 5 will provide a list of all the employees assigned to this package.

https://bengo.greenshadesonline.com/OtherSettings/GOES/BFT/BenefitPackages.aspx?PackageID=1#

Home Payroll Pay History Tax Service Year-End Forms Reports Settings

Term Greinke Account Settings Sign Out

Settings

Benefits Package Setup [← Back to Benefit Packages](#)

Package Name: DEP AA

Step 5 of 5: Employees in Package

Your benefit package is ready to save. The employees listed below will be eligible for this benefit package, based on the rules you configured during this wizard. If these are not the employees that should be eligible for this package, please use the back button and update the rules.

[PDF Export](#) [Excel Export](#) [Add Columns](#)

EmployeeID	First Name	Last Name	Company
APPLE	JAMES	APPLE	SVEN
AFSW001	WAK	ORR	SVEN
ASDD	SHR	DO	SVEN
TEST 01	The	Tait	SVEN
HSZC001	ZENYOR	COLBROVE	SVEN
HSRC001	REYNALDO	CHESENY	SVEN
AFRW001	WYBER	JASPER	SVEN
AFSTW001	TRIVON	WESTBROOKS	SVEN
AFKSG001	BOBY	GERALD	SVEN
AFER0001	RICARIOUS	OGREN	SVEN

[← Previous](#) [→ Next](#)

Release Notes for 05/20/19

Life Insurance setting update

New for this release are several enhancements to the “reduction of coverage based on age” feature.

Supports Dollar or Percentage configuration

Now supports all coverage level determinations:

- Fixed
 - Fixed and Based on Salary
 - Elected and Maximum is Fixed
 - Elected and Maximum is Rule Based
- Support child age based limits

Life and Disability Insurance Setup Wizard

Current Benefits

- LIFE 1
- Life Inblurance
- Disability Spinfluence
- Salary Multiplier Life Insurance
- Fixed Life
- Fixed based on Salary
- coverage Amount is elected and max is fixed
- Coverage Amt is Elected and Max is Rule Based

+ Add another benefit

✕ Delete Benefit

← Back to Benefits Settings

You Are Here: [Version Management](#) > [Information](#) > [Employee Premiums](#)

How are your coverage levels determined?

Employee Spouse Child

No Coverage

Coverage Amount is Fixed

Coverage Amount is Fixed and Based on Salary

Coverage Amount is Elected and the Maximum is Fixed

Coverage Amount is Elected and Maximum is Rule Based

Employee Max: of annual salary up to

Round Coverage: to the nearest

Reduction of coverage based on age table for Employee, Spouse and Child.

There is a reduction in coverage based on age.
Complete this table to set coverage limits by age. Here is a sample [information](#)

Reduction type:

	Min Age	Max Age	Employee Maximum Coverage	Spouse Maximum Coverage	Child Maximum Coverage
	<input type="text" value="0"/>	<input type="text" value="18"/>	<input type="text" value="\$200,000.00"/>	<input type="text" value="\$200,000.00"/>	<input type="text" value="\$100,000.00"/>
Remove	<input type="text" value="19"/>	<input type="text" value="59"/>	<input type="text" value="\$150,000.00"/>	<input type="text" value="\$150,000.00"/>	<input type="text" value="\$2,000.00"/>
Remove	<input type="text" value="60"/>	<input type="text" value="74"/>	<input type="text" value="\$20,000.00"/>	<input type="text" value="\$10,000.00"/>	<input type="text" value="\$0.00"/>
Remove	<input type="text" value="75"/>	<input type="text" value="79"/>	<input type="text" value="\$10,000.00"/>	<input type="text" value="\$5,000.00"/>	<input type="text" value="\$0.00"/>
Remove	<input type="text" value="80"/>	<input type="text" value="110"/>	<input type="text" value="\$5,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

[+ Add Range](#)

Additionally, we provided sample table information to assist with the setup of this expanded feature.

Life and Disability Insurance Setup Wizard

Current Benefits You Are Here: [Version Management](#) > [Information](#) > Employee Premiums

LIFE 1

- Life Inblurance
- Disability Spinfluence
- Salary Multiplier Life Insurance
- Fixed Life
- Fixed based on Salary
- Coverage Amt is Elected and Max is Rule Based

+ Add another benefit

* Delete Benefit

← Back to Benefits Settings

How are your coverage levels determined?

Reduction in Coverage Based on Age

If you are using dollar amounts coverage limits, in this example, a child's coverage ends at age 18, so the first row in our table would be set to 0-18. For the next tier, 19-74, Employees and Spouses limits remain the same as 0-18, but the Children are set to \$0. The employee and spouse begin seeing a reduction in coverage at the age of 75, so the 3rd row is set from 75-79.

	Min Age	Max Age	Employee Maximum Coverage	Spouse Maximum Coverage	Child Maximum Coverage
Remove	0	18	\$100,000	\$50,000	\$10,000
Remove	19	74	\$100,000	\$50,000	\$0
Remove	75	79	\$75,000	\$25,000	\$0
Remove	80	110	\$25,000	\$0	\$0

If you use percent reduction coverage limits, in this example, a child's coverage ends at age 18, so the first row in our table would be set to 0-18. For the next tier, 19-74, Employees and Spouses limits remain the same as 0-18, but the Children are set to 100% reduction. The employee and spouse begin seeing a reduction in coverage at the age of 75, so the 3rd row is set from 75-79.

	Min Age	Max Age	Employee Reduction	Spouse Reduction	Child Reduction
Remove	0	18	0%	0%	0%
Remove	19	74	0%	0%	100%
Remove	75	79	10%	50%	100%
Remove	80	110	50%	100%	100%

Benefit package filter additions

We have now added "Last Day Worked" and "Termination Date" to the benefit package filter fields.

System Dashboard QA Onboarding User (Impersonated by: SREAGAN) [Account Settings](#) [Sign Out](#)

Home Employees Payroll Pay History Year-End Forms Reports Settings

Benefit Packages

Setup packages of benefits based on employee groups.

Current Benefit Packages

- Active Employees
- Ineligible guys
- Should be almost empty

+ Add new package

* Remove this package

← Return to Settings

You Are Here: [Information](#) > Eligibility

Use the eligibility rule creation tool below to define which employees are eligible for this benefit package. Employees may only be eligible for one benefit package. Conflicts will be resolved in the next step.

And/Or

Field:

- Employee ID
- HR Status
- Employment Type
- ACA Full-Time Status (Admin)
- ACA Full-Time Status (Stability)
- Hire Date
- Home Address State
- Hours Worked Per Year
- Employment Status
- Is Smoker
- Last Day Worked**
- Position
- Salary
- Seniority Date
- Termination Date**
- User Defined One
- User Defined Two
- Work Location
- Years of Service
- Zip Code

Operator:

Value:

← Previous Next →

Release Notes for 05/06/19

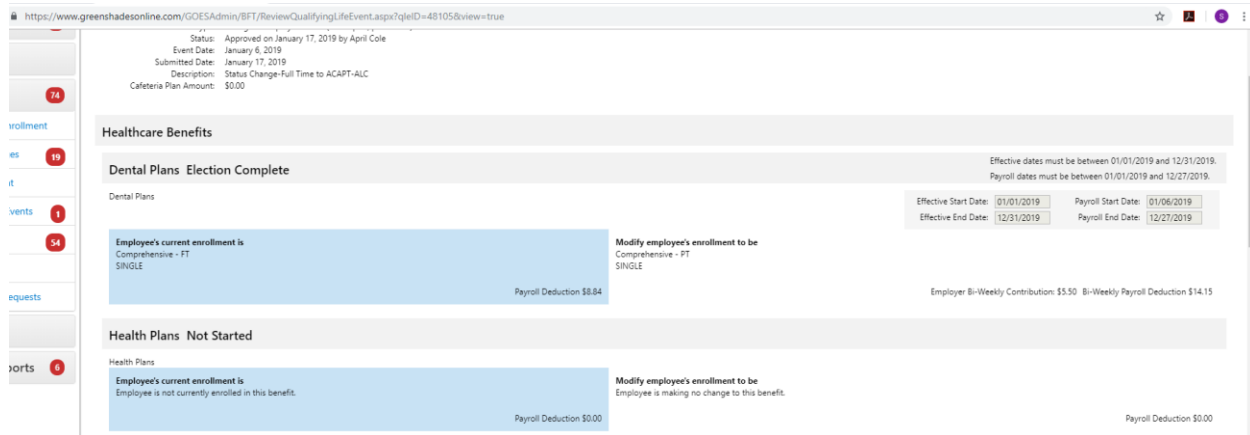
Benefits Module Spring 2019 upcoming release changes.

This week, Greenshades expects to release two highly requested updates to the benefits module.

Administrator QLE approval screen

Greenshades is updating the visual layout of the Administrator QLE approval screen. The first image is the current administrator QLE approval screen. The blue box highlights the employee's current eligible and enrolled elections, while the white segment of the screen is the employee's potential modifications.

Current Administrator QLE approval screen:



As part of our update, we moved the blue highlight to the center section. The employee's current eligible and enrolled elections remain in the left column, the blue highlighted center column is the employee's requested change, while the third column allows for a per election approval level.

New items included:

Page level filtering – “elections to display”; this will default to ‘elections to approve’, with options for ‘elections enrolled and to approve’ or ‘all eligible elections.’

Election level approval – “approve” check box will be defaulted to checked. If the box is unchecked, therefore denying the election, the dates will be grayed out and no longer editable.

It is recommended an administrator provide comments to the employee as to why an item has not been approved.

Date fields – hover over and we will advise you of the permissible dates based on your benefit configuration; enter an invalid date, and we will prompt you with a red warning of dates

Top date override feature – will be suppressed if there is only 1 election to approve.

New Administrator QLE approval screen:

Type: Change in eligibility for Medicare, Medicaid, or State CHIP program
 Status: Pending Review
 Event Date: April 29, 2019
 Submitted Date: April 30, 2019
 Description: Sprint 9
 Cafeteria Plan Amount: \$0.00
[View Enrollment Event Details](#)

Override all dates below using these dates:

Effective Start Date: 05/03/2019 Effective End Date:

Payroll Start Date: 05/03/2019 Payroll End Date:

Elections to display: Elections enrolled and to approve

Current Election	Requested Change	Approve Qualifying Life Event
Health - Dental		
Employee is not currently enrolled in this benefit. Payroll Deduction \$0.00	Dental Mid DME1 Employer Bi-Weekly Contribution: \$30.01 Bi-Weekly Payroll Deduction \$60.01	<input checked="" type="checkbox"/> Approve Effective Start Date: 05/03/2019 Effective End Date: 12/31/2019 Payroll Start Date: 05/03/2019 Payroll End Date: <input type="text"/>
Health - Health		
Employee is not currently enrolled in this benefit. Payroll Deduction \$0.00	Health High HHEE Employer Bi-Weekly Contribution: \$40.01 Bi-Weekly Payroll Deduction \$140.00	<input checked="" type="checkbox"/> Approve Effective Start Date: 05/03/2019 Effective End Date: 12/31/2019 Payroll Start Date: 05/03/2019 Payroll End Date: 12/31/2019
Retirement - 401k		
Employee is not currently enrolled in this benefit. Payroll Deduction 0%	Contributing 10.00% SemiMonthly Using multi-tiered match levels. Employer SemiMonthly Contribution: 10.00% SemiMonthly Payroll Deduction	<input checked="" type="checkbox"/> Approve Effective Start Date: 05/03/2019 Effective End Date: <input type="text"/> Payroll Start Date: 05/03/2019 Payroll End Date: <input type="text"/>
Life Insurance - LIFE 1		
Employee is not currently enrolled in this benefit. Monthly Payroll Deduction \$0.00	Enrolled with LIFE 1, Self - \$10000.00 Employer Monthly Contribution: \$3.00 Monthly Payroll Deduction: \$0.00	<input checked="" type="checkbox"/> Approve Effective Start Date: 05/03/2019 Effective End Date: 12/31/2019 Payroll Start Date: 05/03/2019 Payroll End Date: 12/31/2019

Administrative modification of an employee’s open enrollment election without opening the event to all employees.

Currently, if an administrator needs to modify an employee’s open enrollment election, the administrator must edit the open enrollment event to allow an administrator make changes.

Now, as an administrator, if you impersonate the employee you will be able to modify an employee’s open enrollment elections until the plan period start date as configured in the open enrollment event.

For example, this feature will be available to the administrator between May 2 until May 31:

Open Enrollment

Select the open enrollment event you wish to manage.

Sprint 6 04/03/2019 - 05/01/2019

Enrollment Period: April 03, 2019 - May 01, 2019

Plan Period: June 01, 2019 - December 31, 2019

Available Benefits: BCBS, 401k, Cafeteria Plan, Disability Insurance Benefit, New Life DisabilityBenefit

Eligible Benefit Packages: Test 1 package, No STD or 401k, Part Time

Employee Enrollment Status

Completed

Review the elections employees have made for this open enrollment event.

Review Elections

On the employee’s benefit screen, this modify button will not be visible to employees. Any elections modified during this period will need to be approved in the Open Enrollment management feature (Employees -> Benefits -> Open Enrollment).

Message for the administrator when impersonating an employee:

[View History](#)

Enrollment Events

Open Enrollment

Your employee open enrollment event is complete, but the plan period has not yet started. During this period, as an administrator you can modify your employee's enrollment by clicking on the button below. This button is not available to your employees.

Modify Elections

Elections Last Submitted on April 29, 2019

Qualifying Life Events

Have you had a life event that qualifies you to modify your current benefit elections?

Claim a Qualifying Life Event

Release Notes for 04/23/19

Benefits:

Greenshades would like to share we have released two new updates for our Benefit clients. 1 – In Reports -> Basic Employee Reports -> Employee List, we have added “Benefit Package” to the list of available columns in the report. If the employee is currently in a benefit package, we will now display the name of the package. You will be able to filter by this option.

Employee List

4 downloadable version of the employee list information

PDF Export Excel Export Add Columns

Drag a column header here to group by that column


Employee ID	SSN	Name	First Name	Middle Name	Last Name	STATE	Phone One	Termination Da	Location	Department	Dept Code	Hire Date	Pay Group	Employment St.	Position	Employment Ty	Benefit Package	User Defined 1	User Defined 2
AFHEW001	305406440	ELDRED WORKS	ELDRED	JANE2	WORKS	AL	3213211123		SECONDARY	999	999	1/1/2018	act	Active	Pos 2 Dep A Non exempt Hourly	Full Time Temp	DEPB Full Time		
AFHKE001	305406440	KARTIKEYA ESPIN OZA	KARTIKEYA	h.	ESPIN OZA	KS	0000000000		SECONDARY	2500	2500	2/8/2014		Active	Pos 2 Dep A Non exempt Hourly	Full Time Temp	DEP AA	fromGp1	wilsyncTWO
AFSAE001	498735485	ARTHUR STATS	ARTHUR		STATS	TX	1111111111		PRIMARY	Department A	DEPA	6/12/2014		Active	Pos 1 Dep B Non exempt Salary	Part Time	DEP AA		
AFSBA001	806095412	BURDONNELL ACEVES	BURDONNELL	F	ACEVES	NC	3212980542	11/16/2018	SECONDARY	Department B	DEPB	4/1/2017		Inactive	Pos 1 Dep B Non exempt Salary	Full Time			
AFSBD001	856946326	BOWMANE ABCDEFGHIJKL	BOWMANE		ABCDEFGHIJKL	ID	0000000000		SECONDARY	Department A	DEPA	2/1/2011		Active	Pos 1 Dep A Non exempt Salary	Full Time	DEP AA		
AFSDK001	468413546	DANAE KROPF	DANAE		KROPF	AK	0000000000		SECONDARY	Department B	DEPB	2/13/2014		Active	Pos 1 Dep B Non exempt Salary	Full Time Temp	DEPB Full Time		
AFSDM001	780987654	DOREEN MCSWEENEY	DOREEN		MCSWEENEY	NC	0000000000		SECONDARY	Department B	DEPB	4/1/2017		Active	Pos 1 Dep B Non exempt Salary	Full Time	DEPB Full Time		
AFSEC001	468403146	DELWOOD GARRETT	DELWOOD		GARRETT	VA	0000000000		PRIMARY	Department B	DEPB	2/15/2014		Active	Pos 1 Dep B Non exempt Salary	Full Time Temp	DEPB Full Time		
AFSER001	879532854	KARANSA HALDERMAN	KARANSA		HALDERMAN	AK	0000000000		SECONDARY	Department A	DEPA	2/1/2014		Active	Pos 1 Dep A Non exempt Salary	Full Time	DEP AA		
AFSES001	256804642	Potatoe ABCDEFGHIJKL	Potatoe		ABCDEFGHIJKL	FL	8301234567		PRIMARY	Department A	DEPA	2/1/2013	aud	Active	Pos 1 Dep A Non exempt Salary	Full Time	DEP AA		

2 – In Employees -> [select an employee] -> Benefits -> Employee Benefits, we are now displaying an employee's approved future enrollment.

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Home Employees Pay History Tax Service Year-End Forms Reports Settings

Benefits



Employment

Personal

Timesheets

Time Off

Benefits

[Employee Benefits](#)

[Benefits Setup](#)

[ACA Details](#)

[Enrollment Event History](#)

ELDRED WORKS
Digital Employee Folder [← Back to Employee List](#)

Current Enrollment

This grid displays your employee's current enrollment. Use the edit feature to modify your employee's dates and/or rates. Start dates cannot be blank, cannot start before the employee's start date, or before the version start date which ever is later.

	Benefit	Effective Start Date	Effective End Date	Payroll Start Date	Payroll End Date	Employee Rate	Employer Rate
Edit	GYM	5/2/2017		1/1/2017	12/31/2017	\$0.00	\$0.00
Edit	GYM	3/6/2018		1/1/2018	12/31/2018	\$0.00	\$0.00
Edit	Scott's test	1/22/2019	12/31/2019	1/22/2019	12/31/2019	\$37.65	\$98.70
Edit	401 perc ST	4/22/2019	12/31/2019	4/22/2019		\$250.00	\$27.00

Future Enrollment

This grid displays your employee's approved future enrollments. These elections will appear in the Send to Payroll grid as the payroll start date approaches.

	Benefit	Effective Start Date	Effective End Date	Payroll Start Date	Payroll End Date	Employee Rate	Employer Rate
	Dental (Dental Mig/Migdd) (DLEE)	1/1/2020	12/30/2020	1/1/2020	12/30/2020	\$20.01	\$20.01
	Vision (VisionMig) (VLEE)	1/1/2020	12/30/2020	1/1/2020	12/31/2020	\$777.00	\$20.00

Release Notes for 04/08/19

Disability Insurance Setup Feature

Similar to life insurance setup, the disability feature will now allow an administrator to choose which date should be used when determining the employee's age at enrollment.

Current Benefits

- Florida test Life
- Life Insurance Benefit Test2
- Disability Insurance Benefit
- Scott's GTL
- New Life DisabilityBenefit

+ Add another benefit

✗ Delete Benefit

← Back to Benefits Settings

You Are Here: [Version Management](#) > [Information](#) > Employee Benefit and Premiums

How are the employees' payouts determined?

Frequency of employee benefit payments: Monthly

Percentage of the employee's salary paid by plan: 100%

Round Percentage of Salary: No Rounding up to \$300,000.00

Describe any waiting period details: sprint 6 test

Describe any details about benefit duration:

How are the employee premiums calculated?

Premiums are fixed dollar amounts calculated using employee salary and age-based rates
Employee premiums are calculated using the following formula:

Employee Premium = Employee's Monthly Salary x 1.00 x Age Based Rate

Choose which date should be used when looking for age.

Open Enrollment: Next Birthday

New Hire and Qualifying Life Events: End of Year

Monthly Premium Rates

	Min Age	Max Age	Employee
	0	30	\$0.5
Remove	31	39	\$10
Remove	40	99	\$300

+ Add Range

Release Notes for 03/12/19

Modifying an Existing Quality of Life Event

The functionality for an employee to modify an existing Qualifying Life Event (QLE) or choose to begin a new QLE will be released mid-March 2019.

When an employee reviews their Employee Benefits Page, if there is a QLE Pending approval, the employee will have the option to modify the existing QLE. This feature is for employees who want to modify their elections, add additional elections, modify their dependents or waive previously selected elections, for the same event.

An example of the same Qualifying Life Event:

An employee welcomes a new baby on January 15, and in addition to modifying their health insurance to add the baby, elected on \$100,000 in life insurance coverage in the QLE, submitting it to the administrator for review. After speaking with their partner later that week,

they decided it should be \$150,000 of coverage. If the original submission has not yet been approved by an administrator, the employee would be able to modify their existing submission.

An example of a different Qualifying Life Event:

An employee was married on January 1, submitted a QLE to add their spouse to their health and dental insurance. On January 15, the family welcomes a new baby. The employee will need to submit a QLE for this new event with a different effective date.

Suzette

Pilar Ackerman Account Settings Sign Out

Employee Home HR Profile Timesheet Time Off Pay History Benefits Documents Employee Management

Claim A Qualifying Life Event

Claim a Qualifying Life Event

A qualifying life event is a change in your life that may make you eligible for a Special Enrollment Period to enroll in benefits. Examples of qualifying life events are moving to a new state, certain changes in your income, and changes in your family size (for example, if you marry, divorce, or have a baby).

Existing Event or New Event

We have detected an existing qualifying life event request that is pending administrative review.

- This is the same event, and I changing my election choices.
- This is a new event, with a new effective date, and I am making new election choices.

← Cancel Continue →

Release Notes for 02/19/2019

Edit Employee Election Feature

The ability for an administrator to edit on dates and rates functionality of Greenshades Online was added during Sprint 3 of 2019 by the Benefits Development Team. The functionality originates on the Employee Management under Employees -> Employee List, select an employee, Benefits -> Employee Benefits as shown below. Columns for Employee and Employer rates were added to the grid.

Home Employees Pay History Tax Service Year-End Forms Reports Settings

Benefits

TAHNIA SPOHN
Digital Employee Folder [← Back to Employee List](#)

Current Enrollment

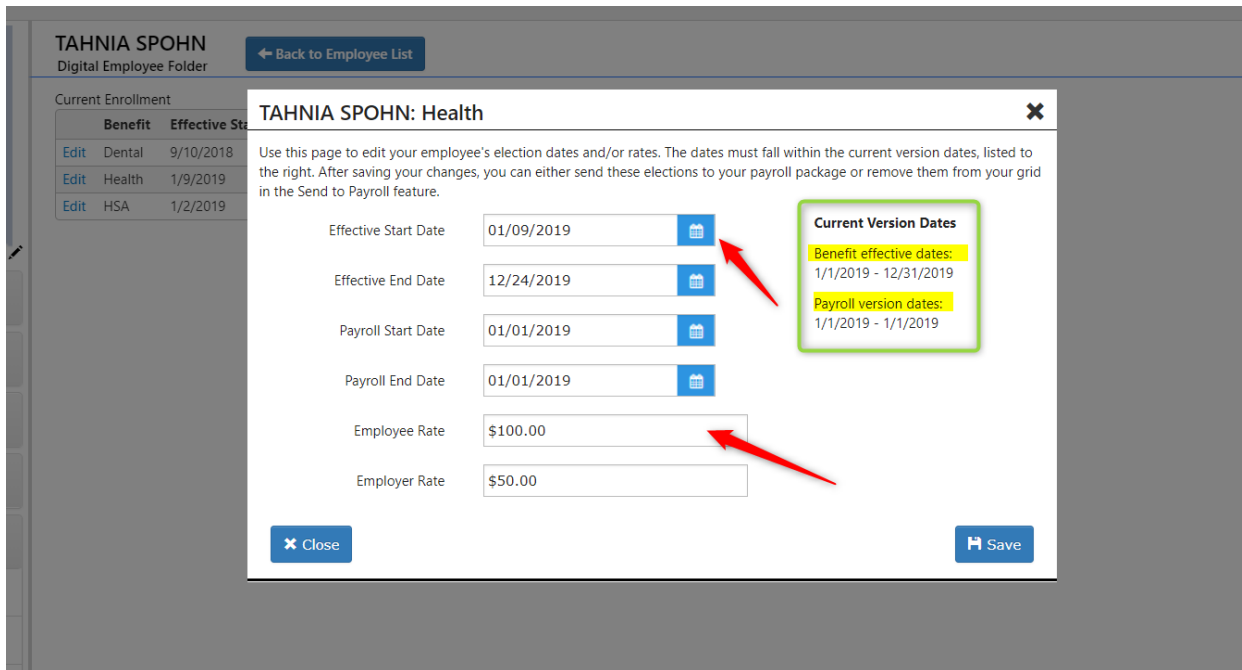
	Benefit	Effective Start Date	Effective End Date	Payroll Start Date	Payroll End Date	Employee Rate	Employer Rate
Edit	Dental	9/10/2018	8/14/2019	9/7/2018	8/31/2019	\$40.00	\$78.00
Edit	Health	1/9/2019	12/24/2019	1/1/2019	1/1/2019	\$100.00	\$50.00
Edit	HSA	1/2/2019	12/30/2019	1/1/2019	12/31/2019	\$100.00	\$16.00

[Edit benefits individually](#)

Employment
Personal
Timesheets
Time Off
Benefits
Employee Benefits
Benefits Setup

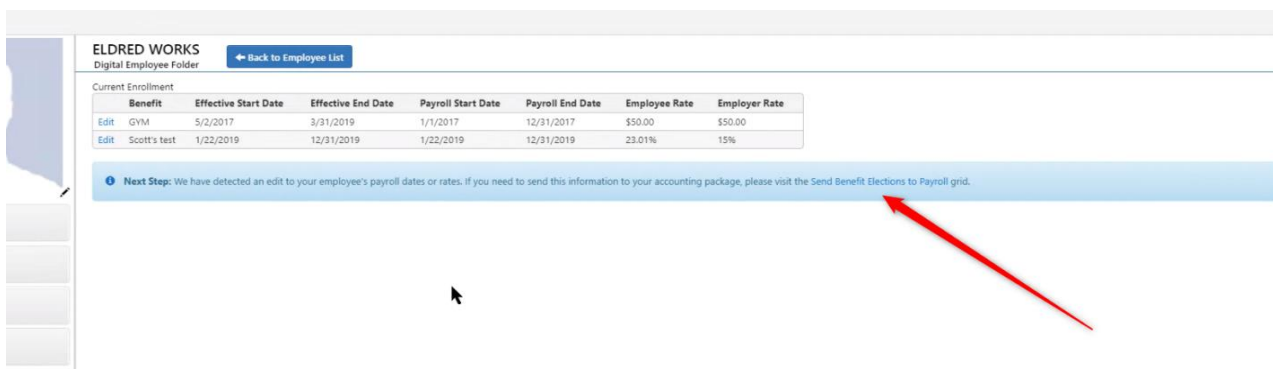
Instructions continue on the following page.

The Administrator then clicks Edit and a modal opens as shown below.



The administrator can edit the employee’s election based on their benefit effective start and end dates, as well as the payroll start and end dates within the current version. Additionally, the employee and employer rates are available for edit. The modal will provide validation on the effective and payroll dates. The current version dates are displayed on the side of the modal.

Once the administrator has saved the edits to the employee’s election, they will appear on the employee management card. An informational box will display encouraging the administrator to review the edits in the Send Benefit Elections to Payroll (Send to Payroll) feature. A direct link to the Send to Payroll grid is provided.



The edited elections appear in the Send to Payroll grid.

Benefits Module Release Notes

Employee Management

Send Benefit Elections to Payroll

Use this page to send your employees' elections to your payroll package.

Approved elections are displayed below. Select the employees' elections you wish to send to your payroll package. The Employee Benefit Enrollment (HR Code), Payroll Deduction Maintenance (Deduction Code) and Payroll Benefit Maintenance (Benefit Code) will update to the status in the Status column. The Employee Benefit Enrollment, Payroll Deduction Maintenance and Payroll Benefit Maintenance will update the start and end dates to the dates in the Start Date and End Date columns. Once elections have been selected, click the Queue to Payroll button and these elections will be sent to your payroll package with your next sync.

Show elections which should be sent to payroll within the next: 1 Week

Event Type: All Events

Status: Include Waives

Event Type	Event Name	Employee ID	Employee Name	Start Date	End Date	Benefit Name	Status	HR Code	Benefit Code	Deduction Code	Employee Cost	Employer Cost
Open Enrollment	Sprint 10 Testing	ANHAB001	ASHFORD BEACHAM	2/8/2019	12/27/2019	HSA0	Active	HSA	HSA	HSA	\$50.00	\$65.00
Open Enrollment	Sprint 10 Testing	ANHTS001	TAHNIA SPOHN	1/1/2019	12/31/2019	HSA0	Active	HSA	HSA	HSA	\$100.00	\$16.00
Open Enrollment	Sprint 10 Testing	ANHTS001	TAHNIA SPOHN	1/1/2019	1/1/2019	Health Low +HSA	Active	HLEE	HLEE	HLEE	\$100.00	\$50.00
Open Enrollment	Sprint 10 Testing	ANHTS001	TAHNIA SPOHN	1/1/2019	1/1/2019	Health Low +HSA	Inactive	HLEE	HLEE	HLEE	\$100.00	\$50.00
Open Enrollment	Sprint 10 Testing	ANHTS001	TAHNIA SPOHN	9/7/2018	8/31/2019	Dental Low	Active	DLEE	DLEE	DLEE	\$40.00	\$78.00
Qualifying Life Event	Other	ANHSP001	SYNCLAIR PAULUS	2/15/2019	8/31/2019	Dental Low	Active	DLE1	DLE1	DLE1	\$30.01	\$20.01
Qualifying Life Event	Other	ANHSP001	SYNCLAIR PAULUS	2/15/2019		Cafeteria Plan	Active	CAFE			0.00%	0.00%

Remove from Grid Queue to Payroll

Click here for a report of historical selections sent to your payroll package.
Click here for a report of historical selections that were removed from this grid instead of being sent to your payroll package.

Once arriving at the Send to Payroll grid, the administrator will have the option of filtering by the newly edited elections.

Approved elections are displayed below. Select the employees' elections you wish to send to your payroll package. The Employee Benefit Enrollment (HR Code), Payroll Deduction Maintenance (Deduction Code) and Payroll Benefit Maintenance (Benefit Code) will update to the status in the Status column. The Employee Benefit Enrollment, Payroll Deduction Maintenance and Payroll Benefit Maintenance will update the start and end dates to the dates in the Start Date and End Date columns. Once elections have been selected, click the Queue to Payroll button and these elections will be sent to your payroll package with your next sync.

Show elections which should be sent to payroll within the next: 1 Week

Event Type: All Events

Status: Include Waives

Show elections with edits to dates and rates: All Elections

This filter option is available because an administrator edited an employee's dates or rates in the Employee Management card.

Event Type	Event Name	Employee ID	Employee Name	Start Date	End Date	Benefit Name	Status	HR Code	Benefit Code
Open Enrollment	Sprint 10 Testing	ANHAB001	ASHFORD BEACHAM	2/5/2019	12/30/2019	HSA0	Active	HSA	HSA
Open Enrollment	Sprint 10 Testing	ANHAB001	ASHFORD BEACHAM	1/1/2019	1/1/2019	Health Low +HSA	Active	HLEE	HLEE
Open Enrollment	Sprint 10 Testing	ANHAB001	ASHFORD BEACHAM	1/1/2019	1/1/2019	Health Low +HSA	Inactive	HLEE	HLEE

Remove from Grid Queue to Payroll

Click here for a report of historical selections sent to your payroll package.

The administrator may then select one, a few, or all the elections in the Send to Payroll grid to queue them to their payroll package.

Benefits Module Release Notes

Send Benefit Elections to Payroll

Use this page to send your employees' elections to your payroll package.

Approved elections are displayed below. Select the employees' elections you wish to send to your payroll package. The Employee Benefit Enrollment (HR Code), Payroll Deduction Maintenance (Deduction Code) and Payroll Benefit Maintenance (Benefit Code) will update to the status in the Status column. The Employee Benefit Enrollment, Payroll Deduction Maintenance and Payroll Benefit Maintenance will update the start and end dates to the dates in the Start Date and End Date columns. Once elections have been selected, click the Queue to Payroll button and these elections will be sent to your payroll package with your next sync.

Show elections which should be sent to payroll within the next:

Event Type:

Status:

<input type="checkbox"/>	Event Type	Event Name	Employee ID	Employee Name	Start Date	End Date	Benefit Name	Status	HR Code	Benefit Code	Deduction Code	Employee Cost	Employer Cost
<input checked="" type="checkbox"/>	Open Enrollment	Sprint 10 Testing	ANHAB001	ASHFORD BEACHAM	2/8/2019	12/27/2019	HSAJ	Active	HSA	HSA	HSA	\$50.00	\$65.00
<input checked="" type="checkbox"/>	Open Enrollment	Sprint 10 Testing	ANHTS001	TAHNNIA SPOHN	1/1/2019	12/31/2019	HSAJ	Active	HSA	HSA	HSA	\$100.00	\$16.00
<input checked="" type="checkbox"/>	Open Enrollment	Sprint 10 Testing	ANHTS001	TAHNNIA SPOHN	1/1/2019	1/1/2019	Health Low +HSA	Active	HLEE	HLEE	HLEE	\$100.00	\$50.00
<input checked="" type="checkbox"/>	Open Enrollment	Sprint 10 Testing	ANHTS001	TAHNNIA SPOHN	1/1/2019	1/1/2019	Health Low +HSA	Inactive	HLEE	HLEE	HLEE	\$100.00	\$50.00
<input checked="" type="checkbox"/>	Open Enrollment	Sprint 10 Testing	ANHTS001	TAHNNIA SPOHN	9/7/2018	8/31/2019	Dental Low	Active	DLEE	DLEE	DLEE	\$40.00	\$78.00
<input checked="" type="checkbox"/>	Qualifying Life Event	Other	ANHSP001	SYNCLAIR PAULUS	2/15/2019	8/31/2019	Dental Low	Active	DLE1	DLE1	DLE1	\$30.01	\$20.01
<input checked="" type="checkbox"/>	Qualifying Life Event	Other	ANHSP001	SYNCLAIR PAULUS	2/15/2019		Cafeteria Plan	Active	CAFE	CAFE		0.00%	0.00%

An Employee Elections History report is available for administrators to view all current and edited elections for employees. This is located under the Reports -> Benefits -> Employee Election History Report.

Employee Packages

Provides a list of the current benefit package for each employee.

Employee New Hire Events

A list of all new hire events, their dates, and their status.

Affordable Care Act Current Full-Time Determination

Each employee's latest full-time determination, measurement period, and stability period.

Employee Health Insurance Affordability Changes

Includes information about the health insurance cost which were adjusted to be considered Affordable under the Affordable Care Act

Historical elections sent to payroll package

A report of historical selections sent to your payroll package.

Removed from sending to your payroll package

A report of historical selections that were removed from this grid instead of being sent to your payroll package.

Employee Elections History

A historical report of employee election Benefit Effective and Payroll dates, Employee and Employer Rates as of 2019.

Green Employee Reports

Employee Paper Preference

A list of all employees and whether they have opted out of receiving a paper copy of their direct deposit slips and/or check stubs.

Employees That Have Enabled Pay Notifications

Shows employees who have enabled to receive pay notifications.

Employees That Have Not Used GreenEmployee

Shows employees who have never signed in to GreenEmployee.com.

First Name	Last Name	Effective Start Date	Effective End Date	Payroll Start Date	Payroll End Date	Employee Cost	Employer Cost	Approved By	Changed Time
HEDWIG	MESSICK	3/23/2018	9/25/2020	1/30/2018	8/16/2019	15.0000	2.3300	GO	3/16/2018
PROCTOR	SALIBA	5/15/2017		5/15/2017		0.0000	0.0000	GO	3/16/2018
HOLDA	FEKETE	1/1/2019	12/31/2019	1/1/2019	1/1/2019	2000.0100	20.0100	QA Onboarding User	8/30/2018
JOCK	APPEL	9/7/2018	8/31/2019	9/7/2018	8/31/2019	95.0100	40.0100	QA Onboarding User	8/30/2018
KADNIA	RUTKOWSKI	1/1/2019	12/31/2019	1/1/2019	1/1/2019	2000.0100	20.0100	QA Onboarding User	9/4/2018
HEDWIG	MESSICK	1/1/2018	12/31/2019	1/1/2019	12/31/2019	140.0000	40.0100	QA Onboarding User	9/7/2018
AMAL	CRANFORD	1/1/2019	12/31/2019	1/1/2019	12/31/2019	0.0000	6.0100	QA Onboarding User	9/7/2018
ASHFORD	BEACHAM	1/7/2019	12/30/2019	1/1/2019	1/1/2019	300.0000	50.0000	QA Onboarding User	9/7/2018
ASHFORD	BEACHAM	1/9/2019	12/30/2019	2/5/2019	12/30/2019	72.0000	65.0000	QA Onboarding User	9/7/2018
DANAE	KROFF	1/1/2018	12/31/2019	1/1/2019	12/31/2019	140.0000	40.0100	QA Onboarding User	9/7/2018

Release Notes for 12/16/2018

Benefits Q4 2018 Webinar recording

- To view Benefits Q4 2018 Webinar recording, click this [link](#). For a report of the Webinar, see below.

Benefits Winter Webinar Q&A report

Please note: there have been additional questions that came in after the webinar that I believe are extremely important for all Benefits clients. Please take a moment to review them. I will lead off with those questions.

Q –Why would I want to send “inactive” elections to my payroll package?

Some background information first to provide context:

When an employee enrolls in an election during Open Enrollment, the start and end dates are set in the setup configuration. When an administrator approves a Qualifying Life Event or a New Hire Event, the start and end dates are set at that time. If the end dates are left blank, the election is expected to remain active.

Clients with Dynamics GP2015 and later:

There are only a few scenarios when you would need to send an “inactive” election status to your accounting package.

1. An elections setup without an End date.
 - a. Common examples: 401(k); LTD; STD; Life Insurance

Suzette ▾

Home Employees Pay History Tax Service Year-End Forms Reports Settings

Retirement Plan Setup Wizard

Current Plans

- 401k
- 401k Roth
- 401k Roth Weekly
- 401k Weekly
- 401ktest

+ Add another benefit

✕ Delete Benefit

← Back to Benefits Settings

You Are Here: Version Management

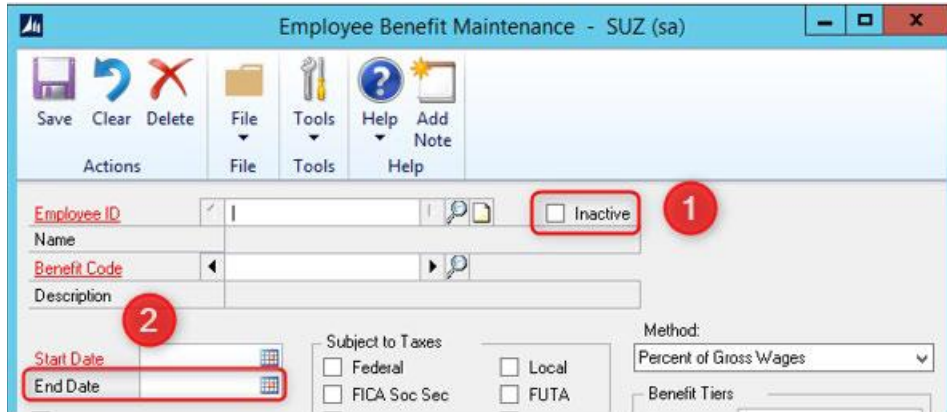
401k Roth Version Management

Select the version of this option below which you would like to view. You may edit a single version or you may decide to update and create a new version from

	Version Number	Effective Start	Effective End	Payroll Start	Payroll End
Edit	1000011941	12/01/2017	01/15/2018	12/01/2017	01/15/2018
Edit	1000011942	01/16/2018		01/16/2018	

+ Create New Version

- b. Oftentimes employees will enroll once in these elections and therefore do not need to re-enroll from year to year.
- c. Since an end date is not configured in the setup, when an employee enrolls, the end date is blank in the accounting package.
- d. When an administrator approves an employee ending the election, the employee’s election will appear in the Send to Payroll feature with the end date and an “inactive” status.

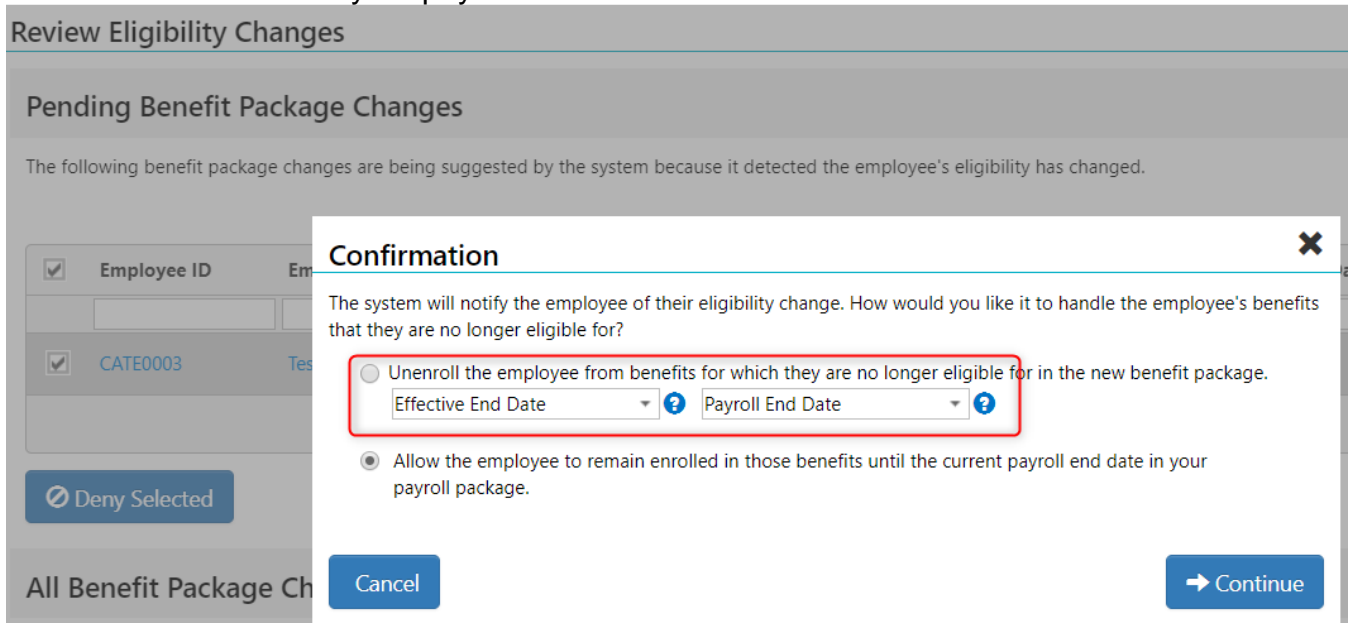


- e. Item 1, Inactive box will be checked upon sending the payroll status of “inactive”. Item 2 will populate with the end date. Only send the inactive when you no longer need to include this election in your payroll batch.

It is important to note your accounting package will respect the end date while processing payroll. You will only want to send the “inactive” status when you want the payroll deduction and benefit to check the inactive box as displayed in the Dynamics GP image above. An inactive election will not be utilized in the payroll process.

2. A terminated employee

- a. When dropping an employee from a payroll package, an administrator has the option of setting the Payroll and Benefit Effective end dates. The employee’s elections will appear in the Send to Payroll feature with end dates and an “inactive” status. Only send the inactive when you no longer need to include this election in your payroll batch.



3. A Qualifying Life Event

- a. When approving a qualifying life event, the ending election will be coded with the date prior to the start of the newly elected benefit. The ending election will appear in the Send to Payroll feature with end dates and an “inactive” status. *Only send the inactive when you no longer need to include this election in your payroll batch.*

The screenshot shows a web interface for a 401k Roth election. At the top, it says "401k Roth Election Complete". Below this, there are two main options: "Employee's current enrollment is Contributing 99.90% Bi-Weekly Using multi-tiered match levels." and "Modify my current enrollment to be Contributing 15.00% Bi-Weekly Using multi-tiered match levels." A red arrow points from the "Modify" option to a form on the right. The form has four date fields: "Effective Start Date" (12/21/2018), "Payroll Start Date" (12/21/2018), "Effective End Date" (empty), and "Payroll End Date" (empty). Above the form, there are instructions: "Effective dates must be on or after 01/16/2018." and "Payroll dates must be on or after 01/16/2018." At the bottom, there are two boxes showing employer contribution and deduction rates: "Employer Bi-Weekly Contribution: 4% Bi-Weekly Payroll Deduction 99.9%" and "Employer Bi-Weekly Contribution: 4.00% Bi-Weekly Payroll Deduction".

Clients with Dynamics GP2013 or earlier:

It is important for all clients using Dynamics GP2013 or earlier to send “inactive” elections to your accounting package. Only send the inactive when you no longer need to include this election in your payroll batch.

Q. If I still have questions about when and if I should send my inactive elections to my payroll package, what should I do?

Please contact Support. We will be happy to review your grid with you.

Q. Is there a ACA report that looks similar to the Excel sheet that we can print thru out the year to review?

This is an excellent feature recommendation, and I will be adding it to our backlog for future development.

Q. So for people that elected benefits in 2018, and waived them during OE, we do not have to send their waive elections to payroll? We have GP 2018.

The only waived elections that will need to be sent to your payroll package are those elections that do not have end dates in the benefit setup, such as 401(k), LTD, STD or life insurance benefits. The waive in this case will end the employee’s election that was configured to continuously run. This is true for all of our Dynamics GP2015 and GP2016 clients as well.

Q. Our ACA Dashboard is not calculating our full-time employee count correctly. How can we fix that?

This is an issue we want to address as soon as possible. Please contact Support@greenshades.com as soon as you have a chance, so we can begin our investigation. We will need workspace access and a data upload.

Q. We have a large volume of Re-hires. These individuals have a waiting period. They are currently unable to enroll for a future dated QLE. Is there any future-dated capable QLE feature on the horizon?

This is a feature we are eager to develop, and our hope is to have this feature complete in 2019/2020.

Q. Is the rate of pay method for affordability working at this point?

The limitations of the rate of pay method is a result of how Dynamics GP reduces the salary rate when an employee using Holiday or PTO during the payroll calculation process. We have found great success working with our clients that are experiencing unusual calculations using Rate of Pay with salaried employees.

If all salaried employees are assigned a Holiday code with an appropriate hourly rate, and the Salary pay code is eliminated from the “rate of pay” selection, we are returning accurate Rate of Pay results.

Please contact Greenshades Support so we can begin reviewing your setup to see if this is a viable option for your ACA setup.

Q. Do you happen to know what the 2019 percentage rate is for calculating the affordable premium?

Per our Compliance department:

.02 Section 36B Required Contribution Percentage for 2019. For plan years beginning in 2019, the required contribution percentage for purposes of § 36B(c)(2)(C)(i)(II) and § 1.36B-2(c)(3)(v)(C) is 9.86%.

Q. in the review eligibility changes, is there a future option to add a last paydate field to this table for terminated employees? Many of our employees term dates and last payroll dates don't tie in due to late terminations that feed over.

We are aware of this need and once we begin displaying both Last Day Worked and Date Inactivated, we will need to establish settings in several our modules. A sample of areas we will need to create setting for:

- Benefit eligibility / Cobra date
- Profile
- Module access
- ACA calculations

Q. we need to know who didn't sign up for benefits BEFORE their benefit start date. right now we're manually do this.

The existing purpose of this section is to assign the start date during a New Hire Enrollment approval process. I will add this feature recommendation to our backlog for our team review.

Q. Will the ACA reporting reflect QLE's during the year or open enrollment only? Our open enrollment is in July.

ACA reporting using your Pay History information in combination with your benefits settings. An employee enrolled in benefits (pay history) and is assigned a benefit package with ACA defined medical (benefits module) work together to determine an employee's eligibility. Pay

history is used for affordability calculations. Benefit setup determines which offerings are ACA eligible.

Q. When updates and new functionality is released. Can an email go out? Let us know and training docs?

As an administrator, you can subscribe to receive notifications when the product release notes are updated. The release notes are broken out by product grouping.

To sign up for email notifications, navigate to Settings, click on Notifications on the left side bar, and Admin Notifications.

Q. New hires cannot make changes to their elections once they submit their benefits. It's rare but employees have the right to change their mind.

This is an excellent feature recommendation, and I have chosen to expand it to allow employees to modify their submitted Qualifying Life Event and New Hire Event if an administrator has not approved it yet. It has been added to our backlog for our team to review.

Q. Will part time employees who are not eligible for benefits be included in the ACA reports or do we need to add those into the Excel upload?

Part time employees will not be added to the ACA reports. Per the IRS 1095-C instructions, only Full Time employees are required to receive a 1095-C. <https://www.irs.gov/pub/irs-pdf/i109495c.pdf> If you are a Self Insured Employer, all employees with insurance coverage will receive a 1095-C with covered individuals listed in Part III. If you want to issue a 1095-C, they will need to be added to the Excel file or you can add them directly into the Year End Forms module.

Q. when will Greenshades start working on getting EDIs for long term, short term and life insurance?

It is on our roadmap for 2019.

Any further questions?

Please do not hesitate to ask questions. My goal is to host a webinar once a quarter, and I will continue to share all the responses with everyone.

Questions before you send elections to payroll?

Please contact Support with your questions!

Have a Merry Christmas and Happy New Year.

Release Notes for 11/20/2018

Benefits Send Elections to Payroll Package

1 – You can now remove items from your grid permanently.



Figure 1

Those elections you never want to send to your payroll package can be selected and removed from the grid by clicking on the “Remove from Grid” button. In Figure 1, you will find there is a new button at the lower left side under the grid. Upon clicking the button, a pop up will provide you with additional information about the elections you have selected to remove (Figure 2). Please note, once you remove these elections from the grid, you will not be able to send them to your payroll package.

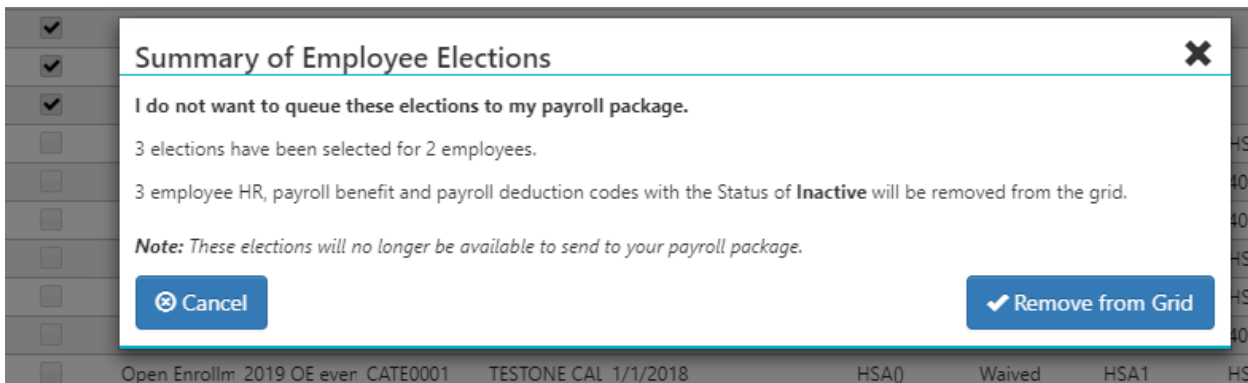


Figure 2

Once you confirm you want to remove these elections, you will receive a Success message banner below the button (Figure 3).

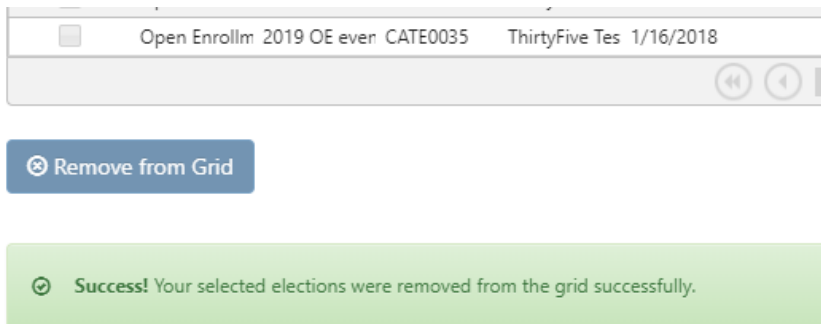


Figure 3

2 – The same success banner will also display upon successfully queuing your items to payroll (Figure 4).



Figure 4

3 – New reports are now available for administrators. They can be found in the Send Benefit Elections to Payroll Package at the bottom of the page (see Figure 1) and in the Benefits Report section on the Reports page (Figure 5).

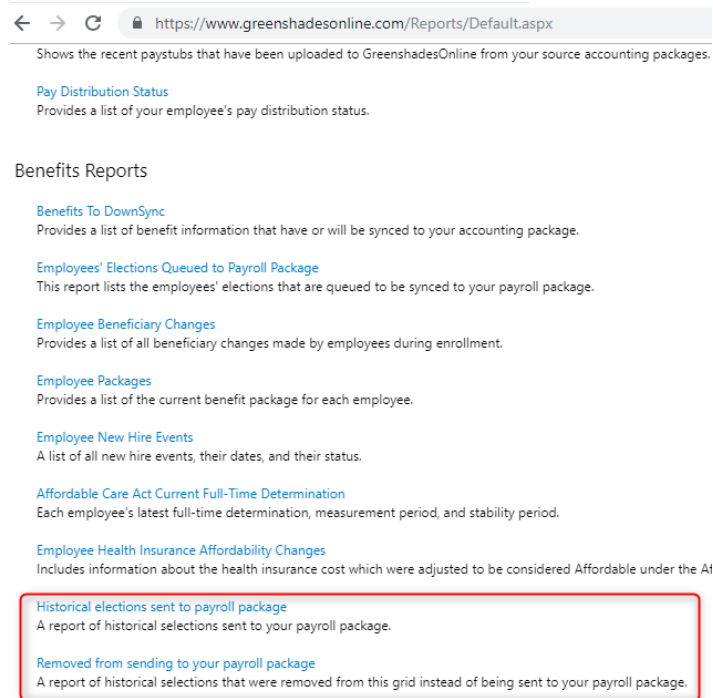


Figure 5

4 – Date validation during QLE approval. When an administrator approves a QLE, we are now providing information on the screen to aid in the process. The benefit’s configuration dates are now displayed. Effective and Payroll dates are provided in the gray bar just above the field where you can set the dates for the QLE (Figure 6).

Review Qualifying Life Event

Employee: Seventeen Test
Impersonated By: Suzette
Type: Other
Status: Pending Review
Event Date: November 1, 2018
Submitted Date: November 14, 2018
Description: New QLE date controls.
Cafeteria Plan Amount: \$0.00

Override all dates below using these dates:
Effective Start Date: 12/01/2017 Payroll Start Date: 11/14/2018
Effective End Date: 12/31/2018 Payroll End Date: 01/04/2019

Healthcare Benefits

Aetna Election Complete

Dental Weekly

Effective Start Date: 01/01/2018 ⚠ Payroll Start Date: 11/14/2018
Effective End Date: 12/31/2018 Payroll End Date: 01/04/2019

Effective dates must be between 01/01/2018 and 12/31/2018.
Payroll dates must be between 01/01/2018 and 01/04/2019.

Employee's current enrollment is Modify employee's enrollment to be

Figure 6

If you enter dates in the top override section, a warning will now appear if the dates are adjusted to match your configuration (Figure 7).

Effective Start Date: 01/01/2018 ⚠ Payroll Start Date: 11/14/2018
Effective End Date: 12/31/2018 Payroll End Date: 01/04/2019

Effective dates must be between 01/01/2018 and 12/31/2018.
Payroll dates must be between 01/01/2018 and 01/04/2019.

12/01/2017 was entered as an override. However, the date was changed to 01/01/2018 because of the benefit configuration.

Employer SemiMonthly Contribution: \$5.00 SemiM

Figure 7

If you enter dates in the benefit row that fall outside the benefit's configuration, a warning will now appear (Figure 8).

Effective dates must be between 01/01/2018 and 12/31/2018.
Payroll dates must be between 01/01/2018 and 01/04/2019.

Effective Start Date: 01/01/2018 ⚠ Payroll Start Date: 02/01/2019 ⚠
Effective End Date: 12/31/2018 Payroll End Date: 02/01/2019 ⚠

Employee's enrollment to be

Based on the configuration of this benefit's settings, the Payroll dates must be between 01/01/2018 and 01/04/2019.

Figure 8

5 – Additional text has been added to the 2nd option in the benefit package change confirmation page, providing clarity on the employee's enrollment in the benefit. If there is a payroll end date configured in the benefit, the employee's enrollment will terminate on that day (Figure 9).

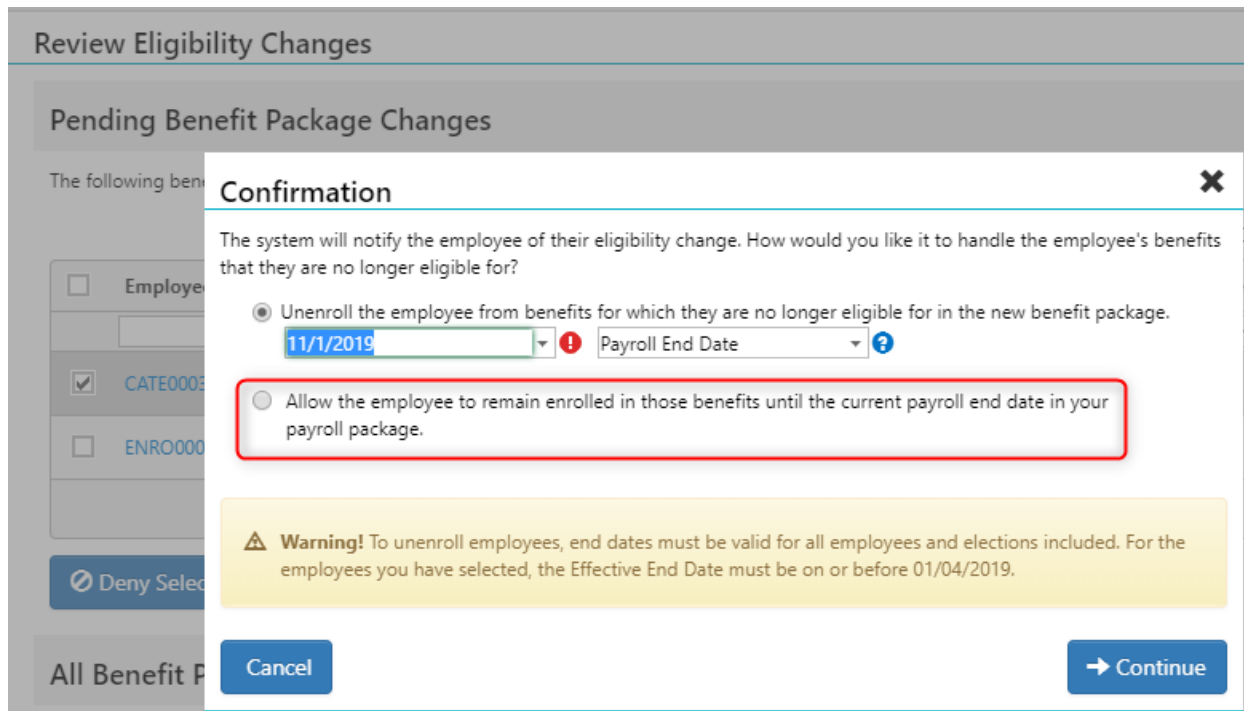


Figure 9

Release Notes for 10/16/2018

Benefits Send Elections to Payroll Package Feature

- We are pleased to announce the roll out of the new Benefits Send Elections to Payroll Package feature. You will see your previously approved employees' elections in the new grid and they will only send to your payroll package when you choose to send them. If you have an active open enrollment, your employees will not see a disruption. [Send Benefit Elections to Payroll Documentation](#)

Release Notes for 07/31/2018

Life and Disability Insurance

- Life and Disability Insurance now supports up to 4 decimal places when the Fixed Coverage cost is a Percent of Net Wages or Percent of Gross Wages.
-

Suzette | Home | Employees | Pay History | Tax Service | Year-End Forms | Reports | Settings

Life and Disability Insurance Setup Wizard

You Are Here: [Version Management](#) > [Information](#) > [Employee Premiums](#)

Current Benefits

- Florida test Life
- Life Insurance Benefit Test2

+ Add another benefit
 ✕ Delete Benefit
 ← Back to Benefits Settings

How are your coverage levels determined?

Employee | Spouse | Child

No Coverage
 Coverage Amount is Fixed
 Child Coverage Amount: \$10,000.00
 Coverage Amount is Fixed and Based on Salary
 Coverage Amount is Elected and the Maximum is Fixed
 Coverage Amount is Elected and Maximum is Rule Based

There is a reduction in coverage based on age.

How are the employee and dependent premiums calculated?

Calculate child premium amount as one coverage instead of individual coverages.

They are a fixed cost

Cost Method:	Percent of Net Wages
Employee Cost:	0.0256%
Spouse Cost:	0.2542%
Child(ren) Cost (per child):	0.0126%
Additional Amount for Smokers:	0.2156%

They are based on the coverage amount

We can now support 4 decimal places when the Cost Method is "Percent of Net Wages" or "Percent of Gross Wages"

Action Event Log

- When the Full Time Determination is edited by an Admin, it is now reported in the Administrator Action Event Log.

Suzette | Home | Employees | Pay History | Tax Service | Year-End Forms | Reports | Settings

Workspace Settings

Company Info | Access Settings | Employee Services

Welcome and Home | Onboarding | Timesheets | Benefits | Pay History | Evaluation

Benefits

Benefit Packages | Benefits | Enrollment Events | Benefit Groups | Affordable Care Act

Full Time Determination

Automatically determine employee full time status using pay records.
 Send my employees emails when they are determined to be eligible for ACA Plans. ▲

Choose a field in order to select which employees must automatically be considered full-time as of their hire date.

Employment Type

Select All

Full Time Regular
 Other
 Part Time Regular

Changes made to the selections here will now be reported in the Administrator Action Event Log

Reports Home

Basic Employee Reports

- [Employee Email Notifications](#)
Log of email notifications sent to employees.
- [Employee List](#)
A downloadable version of the employee list information.
- [Employee PSD Report](#)
A list of all employees along with their current home and work Political SubDivisions.
- [Employee Tax Forms Distribution Preference](#)
A report of all employees and their indicated preference to receive their future W-2 and/or 1095-C tax forms electronically or by mail.

Administrator Reports

- [Administrator Access](#)
Administrator access log for this workspace.
- [Administrator Action Event Log](#)
Reporting changes made to GreenshadesOnline Settings and Employee Profiles by workspace administrators.
- [Manager Delegation Report](#)
Module responsibilities delegated by managers to their fellow managers including dates and current status.

Administrator Action Event Log

Reporting changes made to GreenshadesOnline Settings by workspace administrators.

PDF Export Excel Export

Timestamp UTC	Admin User	Module	Action Description
7/30/2018 7:51:51 PM	sreagan@greenshades.com	Benefits Self Service	Removed 1 field for Full Time Determination: Full Time Regular.
7/30/2018 7:51:41 PM	sreagan@greenshades.com	Benefits Self Service	Removed 1 field for Full Time Determination: Other.
7/30/2018 7:51:40 PM	sreagan@greenshades.com	Benefits Self Service	Added 1 field for Full Time Determination: Other.

Release Notes for 3/13/2018

Profile Changes

- Profile settings user interface has been updated

Profile

General Personal Info Address Info Dependents Contacts Work Location

The settings outlined below control how employees will interact with the HR Profile page on GreenEmployee. Use these settings to control what your employees will see and what they may change. The "General" tab contains Approval Settings that dictate the approval workflow for any requested changes.

Fields

Below are a list of fields that are available for display on the GreenEmployee HR Profile page. You may choose how employees will interact with these fields.

Field	Display
Employee ID	View Only
First Name	View and Edit (value required)*
Middle Name	View and Edit (value optional)
Last Name	View and Edit (value required)*
SSN	View and Edit (value required)*
Hire Date	Hidden
Gender	Hidden
Birth Date	Hidden
Ethnic Origin	Hidden
Marital Status	View and Edit (value optional)
Employment Type	Hidden
Employee Class	Hidden
Department	Hidden
Location	Hidden
Supervisor	Hidden
ACA Full Time Status	Hidden

The following display options are available for most fields (some options are restricted on some fields):

Hidden: Your employee will not see this field.

View Only: Your employee may see this field but may not make any edits.

View and Edit (value optional): Your employee may view and edit this field, a value is not required.

View and Edit (value required): Your employee may view and edit this field, a value must be provided (blank entries are not allowed).

ACA Full-Time Coverage and Aggregated ALE Members

- An employee will now only be determined as full-time on the workspace ID (WSID) for which they worked full-time.
 - Previously the full-time count was consolidated by Aggregated ALE Groups. It will not be consolidated by WSID.
-
- If that employee transfers to another Aggregated ALE, their full-time is reported on the WSID wherein they have the most hours.
 - If an employee moves from one ALE member to another, their 1095-C should only report their full-time coverage in the WSID they worked for in that month.

Release Notes for 2/16/18

Benefit Changes

- Mid-month benefit changes can now be made and ACA-compliant coverage will be maintained for the full month.

Release Notes for 2/2/18

ACA Updates

- New table available that captures employee historical ACA employment status.
 - Includes the following fields: Employee ID, Workspace ID, Class Department, Division, Employment Type, Location, and Position.
 - Any changes are captured as a post-sync process or profile change.
 - Any change, on the aforementioned field types, triggers entries into the table during the overnight process.
-
- Using the table mentioned above, the ACA full-time on-hire status, prior to the first stability period, will now be identified.
-
- The information bubble for the ACA Settings, Affordability section information bubble for Federal Poverty has been updated
-
- Self-insured employees with 1 day of coverage will now receive a 1095-C.

Benefits Enrollment

- Social security numbers in Open Enrollment are now masked.
-
- If 401(k) is set up as a fixed amount, the employee maximum contribution will no longer be limited to \$100.

Recent Updates - 10/16/2018

Benefits Send Elections to Payroll Package Feature

- We are pleased to announce the roll out of the new Benefits Send Elections to Payroll Package feature. You will see your previously approved employees' elections in the new grid and they will only send to your payroll package when you choose to send them. If you have an active open enrollment, your employees will not see a disruption. [Send Benefit Elections to Payroll Documentation](#)

Release Notes for 12/13/17

ACA Updates

- The ability to create 2017 1095-C forms from the ACA Dashboard is available.
-

Create 1095-Cs

If you are satisfied that the information above is accurate for the current year, use this option to generate 1095-C forms on GreenshadesOnline Year-End Forms. You can preview your data in Microsoft Excel, edit your spreadsheet manually (if necessary), and import it into the Year-End Forms portal. This is now all accessible through the Year-End Forms portal. Once your 1095-Cs are uploaded, you can manage them on the Year-End Forms portal.

Warning: If your formset already exists, completing the wizard will replace all data in the current formset.

Click the Create 1095-Cs button to begin.

Select the ACA Reporting Year to download and/or create 1095-C forms for:

-
-
- Added 2017 1095-C Simplified Template to the Simplified Template Converter tool.
-
- Added the 2018 Federal Affordability rate for 2018 plan year employee-only health benefits plan year health percentage of Added 2017 1095-C exports to Year-End Forms tool to the ACA.
-

INS - Single employee only coverage			
Coverage	INS	Type	Employee Only
Description	Single employee only coverage	HR Benefit Code	INS
		Payroll Benefit Code	INS
		Payroll Deduction Code	INS
		Cost to Employees	\$55.00
		Major Medical Coverage	
		Cost to Employer	\$63.00
		Insured Amount	

Adjust employee and employer cost down as necessary to ensure premium amount is affordable based on 9.56% of employee's salary.

Release Notes for 11/22/2017

Release Notes

- Any significant updates to this product are now available in the form of release notes.

Release Notes for 11/1/2017

Safe Harbor Options

- Added an information bubble for Federal Poverty Level
- GreenshadesOnline → Settings → Employee Services → Benefits → Affordable Care Act tab → Affordability (Safe Harbor) → Edit → Safe Harbor Types

CREATE A NEW TYPE

Affordability is determined based on the Federal Poverty Line of \$12,060.00. The Employee Only coverage level employee cost must not be more than 9.69% of the Federal Poverty Line per month, which equates to \$97.38 per month. This affordability safe harbor method may be used for exempt and non-exempt employees. Note: The Federal Poverty Line Safe Harbor is the default calculation used for employees unless otherwise designated within an Affordability Group.

Oper:
'add' symbol to be

Define which Safe Harbor Type you would like to use for this group:

Federal Poverty Level ?
 Federal W-2 Wages ?
 Rate of Pay ?

Employee Packages Report

- Columns have been added to the Employees Packages Report
- GreenshadesOnline → Reports → Benefits Reports → Employee Packages

Employee Packages Report
Provides a list of the current benefit package for each employee

PDF Export Excel Export Add Columns

Drag a column header here to group by that column

Employee ID	Employee Name	HR Status	Work Location	Package Name	Class	Approval Date	Department	Email	Address 1	Address 3	Address 2	Approved By
605600907	605600907	1	05056	Springdale - (Life Class 1)	06-056-H-9-FT	10/31/2017	06010	TEST@testinc.com	AD-1	ACDD-3	ADD-2	pbformest@qtest.com

Page 1 of 1 (1 items) Page size: 10

Release Notes for 09/20/2017

Disability Settings

- Added support for the ability to calculate employee premiums based off percent of gross wages and net wages.

GreenshadesOnline → Settings → Employee Services → Benefits → Benefits tab → Disability Insurance Benefits → Edit → Next

The screenshot shows a web form titled "Employee Benefit and Premiums". At the top, it says "You Are Here: Version Management > Information > Employee Benefit and Premiums".

How are the employees' payouts determined?

- Frequency of employee benefit payments: Monthly (dropdown)
- Percentage of the employee's salary paid by plan: 50.00% (input field)
- Round Percentage of Salary: Round Up (dropdown) to the nearest \$1,000.00 up to \$100,000.00 (input fields)
- Describe any waiting period details: (text area)
- Describe any details about benefit duration: (text area)

How are the employee premiums calculated?

- Premiums are fixed dollar amounts calculated using employee salary and age-based rates
- Premiums are a percent of employee gross wages
0.00% (input field)
- Premiums are a percent of employee net wages

Release Notes for 06/28/2017

NEW Feature: Passive Enrollment Option

- The final step of the open enrollment setup, will offer administrators the ability to automatically enroll employees in the current year's versions of their prior year benefits.

Release Notes for 05/18/2017

Enrollment Reports

- Improved UI and instructions. Fields and settings were added to the enrollment reports to allow for a more refined reporting process.

Eligibility and Package Approval

- The following fields were added to the pending package approval queues:
 - Class
 - Adjusted hire date
 - Currently enrolled in benefits(Y/N)

Release Notes for 04/27/2017

Cost Calculation – Performance During Sync Process

- Increased performance in the cost calculator behind the scenes during the sync process.

Release Notes for 04/6/2017

Admin Notifications

- Admin email notifications will now include company name and city.

HSA & FSA Setup

- Small, low impact design updates.

Eligibility Changes Grids

- New fields are added and admins are now able to export Pending Benefit Package Changes and All Benefit Package Changes.

Eligibility and Enrollment Reports

- Small, low impact design updates.

Release Notes for 11/4/2016

AX Sync

- Added the ability for admins to map multiple benefit codes in the staging tables at a more granular level.

Account Settings

- Added the ability for employees to receive verification emails when a submission is made from Qualifying Life Events and Open Enrollment events.

Release Notes for 10/13/2016

Cafeteria Plan Updates

- Added the ability for admins, on set up of Cafeteria Plans, to add an additional percentage of their employee's salary to the total amount provided by the employer per period.
- Admins will now have the ability, once Cafeteria Plans are added, to select multiple Cafeteria Plans for employees to choose from within their Benefit Package setup. If more than one Cafeteria Plan is set up by the admin, during Open Enrollment or Qualifying Life Event (QLE) the employee will be presented a new screen in the wizard workflow to choose which Cafeteria Plan they want. The employee will only be able to select one of these plans.

Release Notes for 08/11/2016

Life Insurance

- Support was added to the existing Group Term Life (GTL) tax calculation for employer paid life insurance more than 50k to be calculated appropriately and synced to the correct GP codes.

Benefit Enrollment

- Added data validation to the Open Enrollment (OE) and Qualifying Life Event (QLE) workflows for Employee+ Family coverage to include a spouse and at least one child when adding dependents to the plan.

Affordable Care Act

- Added a display for each employee's ACA 1095-C Lines 14-16 (Part II) on their employee care ACA Details page, as well as covered individual information (Part III) for employees enrolled in self-insured coverage.
- Updated the Minimum Essential Coverage (MEC) Offer requirement to 95% for 2016
- Updated the Federal Poverty Line thresholds to \$11,880 and 9.66% for 2016
- Updated the reports accessible through the ACA Dashboard to report the information most requested by admins and relevant to the ACA reporting process.

Release Notes for 08/13/2014

GreenEmployee Benefits UI Update

- The GreenEmployee Benefits Self Service module received look and feel changes to enhance its usability and appearance.

- Current, Pending and Eligible Benefit sections received an update. Available information and documents are now more consistent across benefit types and comparing different benefits is more user friendly.
-

Profile Information

- Profile information was added to the main benefits page so employees are more aware of potential updates needed.

Benefit Groups Addition

- A new tab was added to the Benefits Self Service settings page titled “Benefit Groups”.
 - Benefit Groups allow administrators to group benefits together, forcing employees to choose between two similar benefits.
 - Benefit Groups also gives more flexibility when deciding how the benefits should be presented to your employees, allowing you to re-order them any way you like.

Health Benefit Types

For health benefits types, an additional step was added to the wizard titled “Applicable fields”. This allows you to customize what fields show per benefit.

Waived Coverage

Waived health coverages now show as a single waive in the open enrollment elections review page instead of showing a waive line for each coverage level.

-
-

Release Notes for 04/23/2014

General Updates and Fixes

- GreenshadesOnline now automatically detects potential benefit eligibility changes based on Benefit Package rules and will present suggested changes to administrators for possible acceptance or rejection.
- When an employee submits a qualifying life event, administrators will now be able to unenroll employee from any benefits he is enrolled in but no longer eligible for.
- A new report of each employee’s current benefit package is now available under Reports.
- Greenshades Online Administrators can now view and change employees’ assigned benefit package directly within the GreenshadesOnline employee management view.
- Greenshades Online Administrators can now view an employee’s current benefit elections within the GreenshadesOnline employee management view.

- Support has been added for 401(k) permitted Catch Up plans for employees over the age of 50.
- Life Insurance Coverage Amount options have been enhanced to support the following new options/features:
 - Each enrollee type (employee, spouse, and children) can now be setup individually for the greatest flexibility
 - Any enrollee type can now be set to 'No Coverage Available' which will remove that option from the enrollment screen
 - Coverage amounts can now be set to an amount based on the employee's salary. This supports the ability to give the employee one or more options such as 1 times, 2 times, and 3 times employee salary for example.
 - Any coverage amount (fixed or maximum) can now be reduced by a certain percentage based on the employee's age.
- Employees leaving the enrollment page before submitting elections will now be warned and provided the option to stay on the page.
- Open enrollment elections are now filterable using a submitted time date range.
- Minimum contribution amounts are now supported and enforced for retirement benefits.
- Employees enrolling in a health benefit coverage other than Employee Only are now required to add a dependent to the coverage.
-
-

Release Notes for 09/17/2013

NEW Feature: Support for Cafeteria Plans

- This includes the ability to set up multiple Cafeteria Plan groups, which can be used to manage different implementations for different employee groups.

General Updates and Fixes

- A new distinction of 'Required' is now supported for each benefit type.
 - When a benefit is marked as Required, employees will be required to enroll in that benefit during Open Enrollment, New Hire Enrollment, or a Qualifying Life Event.