

# Pay History Module Release Notes

**Anticipated Release: 09/01/2020**

Greenshades Online Pay History

Navigation:

Greenshadesonline.com > Pay History > Wage Breakdown Report

Enhanced Feature

This report shows your wage breakdown for any given date range. Select the range you would like to see or filter the table as needed.

## Wage Breakdown Report

Check Date: 01/25/2020  
Pay Period: 01/01/2015 - 01/14/2015

Select the date range or check date you would like to view

Last 30 Days

Year to Date

Select Quarter

Custom Date Range

Select Check Date

Check Date: 01/25/2020  
Pay Period: 01/01/2015 - 01/14/2015

[Change](#)

Location (All) ▾
Position (All) ▾
Class (All) ▾
Department (All) ▾
Division (All) ▾

Employee ID	Employee Name	Regular Pay	Non-Taxable Earnings	Supplemental Pay	OT	DT	Reported Earnings/Tips	Non-
AFSTK001	KIZER TARANGA	\$1,000.00	\$0.00	\$0.00	\$0.00	\$468.20	\$0.00	
AFSDM001	MCSWEENEY DOREEN	\$2,628.97	\$0.00	\$0.00	\$1,115.80	\$1,224.51	\$0.00	
ANHGTO01	TOULD GIACOBBE	\$2,300.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ANHHM001	MESSICK HEDWIG	\$1,000.00	\$0.00	\$0.00	\$1,253.68	\$1,400.85	\$0.00	
AFSHF001	FEKETE HOLDA	\$5,966.11	\$0.00	\$0.00	\$1,414.41	\$1,726.08	\$0.00	
AFSPS001	SALIBA PROCTOR	\$1,044.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ANHHL001	LAFFERTY HIDI	\$2,919.69	\$0.00	\$0.00	\$1,955.04	\$753.64	\$0.00	
ANHAB001	BEACHAM ASHFORD	\$1,027.24	\$0.00	\$0.00	\$551.65	\$1,250.01	\$0.00	
FAIRCHILD001	Fairchilde Ms.Elaina	\$1,517.35	\$0.00	\$0.00	\$167.09	\$0.00	\$0.00	
TEST,01	Test comma	\$1,000.00	\$0.00	\$0.00	\$0.00	\$16.60	\$0.00	
ANHYC001	CORK YSEULT	\$1,000.00	\$0.00	\$0.00	\$223.70	\$210.21	\$0.00	
ANHSP001	PAULUS SYNCLAIR	\$1,000.00	\$0.00	\$0.00	\$0.00	\$681.27	\$0.00	
INNHML001	LUCKY IMSO	\$1,000.00	\$0.00	\$0.00	\$996.88	\$1,055.85	\$0.00	
INHR001	RUMBAUGH RUFUS	\$1,468.20	\$0.00	\$0.00	\$536.58	\$0.00	\$0.00	
AFSM001	STANLEY MAJONDRRA	\$2,580.58	\$0.00	\$0.00	\$447.33	\$1,288.53	\$0.00	
AFSG001	FONT GIUSEPPINA	\$1,466.80	\$0.00	\$0.00	\$978.10	\$0.00	\$0.00	
JCKWLL	Will Jakc	\$1,000.00	\$0.00	\$0.00	\$1,871.80	\$0.00	\$0.00	
ANHRK001	KROPF RENEE	\$2,374.23	\$0.00	\$0.00	\$1,980.81	\$2,754.30	\$0.00	

Select All
Default Columns

- Location
- Position
- Class
- Department
- Division
- SSN

Restore Defaults

Users are now able to add columns and filters to the Wage Breakdown Report. The report—which displays a breakdown of an employee’s wages by pay category—will now include filterable fields to be added, such as location, department, class, division, and Social Security Number. Users can add the fields they desire to the report, and once the field is added, the subsequent filter will appear to be used. The user is able to export the report based on the filtered information, and the filters/columns will save for the user the next time they visit the report.

Navigation:

Greenshadesonline.com > Pay History > Hours Breakdown Report

## Enhanced Feature

### Hours Breakdown Report

This report shows your wage breakdown for any given date range. Select the range you would like to see or filter the table as needed.

#### Hours Breakdown Report

Check Date: 01/25/2020  
Pay Period: 01/01/2015 - 01/14/2015

Select the date range or check date you would like to view

Last 30 Days

Year to Date

Select Quarter

Custom Date Range

Select Check Date

Check Date: 01/25/2020  
Pay Period: 01/01/2015 - 01/14/2015

[Change](#)

Location (All) ▾
Position (All) ▾
Class (All) ▾
Department (All) ▾
Division (All) ▾

Employee ID	Employee Name	Regular Pay	OT	DT	Vacation	Sick	Holiday	Other
AFSTK001	KIZER TARANGA	80.00	0.00	2.54	0.00	0.00	0.00	0.00
AFSDM001	MCSWEENEY DOREEN	80.00	37.44	16.45	21.83	0.00	0.00	0.00
ANHTG001	TOULD GIACOBBE	80.00	0.00	0.00	55.10	0.00	0.00	0.00
ANHHM001	MESSICK HEDWIG	80.00	2.97	71.57	0.00	0.00	0.00	0.00
AFSHF001	FEKETE HOLDA	160.00	48.68	68.30	67.30	0.00	0.00	0.00
AFSPS001	SALIBA PROCTOR	80.00	0.00	0.00	3.77	0.00	0.00	0.00
ANHHL001	LAFFERTY HIDI	80.00	77.28	70.09	3.99	0.00	0.00	0.00
ANHAB001	BEACHAM ASHFORD	80.00	20.02	64.68	50.54	0.00	0.00	0.00
FAIRCHILDE001	Fairchilde Ms.Elaina	80.00	71.97	0.00	23.95	0.00	0.00	0.00
TEST.01	Test comma	80.00	0.00	35.53	0.00	0.00	0.00	0.00
ANHYC001	CORK YSEULT	80.00	6.29	6.42	0.00	0.00	0.00	0.00
ANHSP001	PAULUS SYNCLAIR	80.00	0.00	39.41	0.00	0.00	0.00	0.00
INHML001	LUCKY IMSO	80.00	62.03	14.81	0.00	0.00	0.00	0.00
INHRR001	RUMBALUGH RUFUS	80.00	48.10	0.00	79.57	0.00	0.00	0.00
AFSMS001	STANLEY MAJONDRA	80.00	27.66	20.28	41.18	0.00	0.00	0.00
AFSGF001	FONT GIUSEPPINA	80.00	64.65	0.00	74.83	0.00	0.00	0.00
JCKWLL	Will Jakc	80.00	10.43	0.00	0.00	0.00	0.00	0.00
ANHRK001	KROPP RENEE	130.00	97.83	59.16	35.67	0.00	0.00	0.00

Select All  
 Location  
 Position  
 Class  
 Department  
 Division  
 SSN  
 Restore Defaults

> Default Columns  
 215.24  
 175.92  
 115.53  
 92.71  
 119.41  
 156.84  
 207.67  
 169.12  
 219.48  
 90.43  
 322.66  
 25.41

Users are now able to add columns and filters to the Hours Breakdown Report. The report—which displays a breakdown of an employee’s hours by pay category—will now include filterable fields to be added, such as location, department, class, division, and Social Security Number. Users can add the fields they desire to the report, and once the field is added, the subsequent filter will appear to be used. The user is able to export the report based on the filtered information, and the filters/columns will save for the user the next time they visit the report.

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**GREENSHADES**  
LET US HANDLE THAT

Anticipated Release: 08/18/2020

Greenshades Online Pay History

Navigation:

Greenshadesonline.com > Pay History > Liabilities per Employee Report

Enhanced Feature

**System Dashboard** | Home | Employees | Pay History | Year-End Forms | Reports | Settings | Covid-19 | QA Onboarding User (impersonated by: DMANN) | Account Settings | Sign Out

### Liability Per Employee Report

The Liability Per Employee Report provides you with details on payroll liabilities per employee for the selected time period or check date.

**Liability Per Employee Report**  
 Check Date: 01/25/2020  
 Pay Period: 01/01/2015 - 01/14/2015

Filter Table... | Control Code Filter | Code Filter | Type Filter | Class Filter | Department Filter | Division Filter

Control Code	Native ID	Employee Name	Code	Type	Amount	Class	Department	Division
Multiple	AFSTK001	KIZER TARANGA	HOURLY	Earning	\$100,800.00			
Multiple	AFSTK001	KIZER TARANGA	HOURLY DT	Earning	\$71,492.99			
Multiple	AFSDM001	MCSWEENEY DOREEN	HOURLY PTO	Earning	\$62,334.85			
Multiple	AFSDM001	MCSWEENEY DOREEN	HOURLY OT	Earning	\$69,794.54			
Multiple	AFSHF001	FEKETE HOLDA	FED	Tax	\$53.46		DEPA	
Multiple	AFSHF001	FEKETE HOLDA	MED	Tax	\$34.80		DEPA	
Multiple	AFSHF001	FEKETE HOLDA	SS	Tax	\$148.80		DEPA	
UPRCC00000008	AFSHF001	FEKETE HOLDA	SALARY	Earning	\$1,923.08		DEPA	
UPRCC00000005	ANHTL001	LOVELADY TARKAN	401K	Benefit	\$75.00		DEPA	
UPRCC00000005	ANHTL001	LOVELADY TARKAN	401K	Deduction	\$90.00		DEPA	

**System Dashboard** | Home | Employees | Pay History | Year-End Forms | Reports | Settings | Covid-19 | QA Onboarding User (impersonated by: DMANN) | Account Settings | Sign Out

### Liability Per Employee Report

The Liability Per Employee Report provides you with details on payroll liabilities per employee for the selected time period or check date.

**Liability Per Employee Report**  
 Check Date: 01/25/2020  
 Pay Period: 01/01/2015 - 01/14/2015

Filter Table... | Control Code Filter | Code Filter | Type Filter | Class Filter | Department Filter | Division Filter

Control Code	Native ID	Employee Name	Code	Type	Amount	Class	Department	Division
Multiple	AFSTK001	KIZER TARANGA	HOURLY	Earning	\$100,800.00			
Multiple	AFSTK001	KIZER TARANGA	HOURLY DT	Earning	\$71,492.99			
Multiple	AFSDM001	MCSWEENEY DOREEN	HOURLY PTO	Earning	\$62,334.85			
Multiple	AFSDM001	MCSWEENEY DOREEN	HOURLY OT	Earning	\$69,794.54			
Multiple	AFSHF001	FEKETE HOLDA	FED	Tax	\$53.46		DEPA	
Multiple	AFSHF001	FEKETE HOLDA	MED	Tax	\$34.80		DEPA	
Multiple	AFSHF001	FEKETE HOLDA	SS	Tax	\$148.80		DEPA	
UPRCC00000008	AFSHF001	FEKETE HOLDA	SALARY	Earning	\$1,923.08		DEPA	
UPRCC00000005	ANHTL001	LOVELADY TARKAN	401K	Benefit	\$75.00		DEPA	
UPRCC00000005	ANHTL001	LOVELADY TARKAN	401K	Deduction	\$90.00		DEPA	

Default Columns:  
 Location  
 Position  
 Class  
 Department  
 Division  
 SSN  
 Restore Defaults

Users are now able to add columns and filters to the Liabilities per Employee Report. The report—which displays a breakdown of an organization’s taxes, wages, benefits, and deductions—will now include filterable fields to be added, such as location, department, class, division, and Social Security Number. Users can add the fields they desire to the report, and once the field is added, the subsequent filter will appear to be used. The user is able to

## Pay History Module Release Notes

export the report based on the filtered information, and the filters/columns will save for the user the next time they visit the report.

### Navigation:

Greenshadesonline.com > Pay History > Wage Breakdown Report

### Enhanced Feature

Users are now given the option to download the Wage Breakdown Report at a more detailed, pay code level. This will download the information as it exists in the report, but per pay code as displays in the pop-up bubbles available per pay category in the UI.

### Navigation:

Greenshadesonline.com > Pay History > Hours Breakdown Report

### Enhanced Feature

Users are now given the option to download the Hours Breakdown Report at a more detailed, pay code level. This will download the information as it exists in the report, but per pay code as displays in the pop-up bubbles available per pay category in the UI.

### Navigation:

Greenshadesonline.com > Pay History > Pay Register Report

### Enhanced Feature

Users are now able to download a detailed report of the Pay Register. This will include all of the expandable details available in the UI.

### Navigation:

Greenshadesonline.com > Employees> Select an Employee> Pay History

New Feature

The screenshot shows the 'Employee Pay Statements' page for BOWMAN KASPAR. The left sidebar contains a menu with the following items: Employment, Personal, Pay History, Employee Pay Statements (highlighted), Timesheets, Time Off, Documents, and Evaluations. The main content area displays a table of pay statements with the following data:

Check Date	Control Code	Net Wages	Gross Wages	Check Number
01/19/2018	UPRCC00000005	\$0.00	\$73.96	00000000000000000218
01/26/2018	UPRCC00000008	\$0.00	\$73.96	00000000000000000416
01/14/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
01/28/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
02/11/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
02/25/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
03/11/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
03/25/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
04/08/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
04/22/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
05/06/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
05/20/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
06/03/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
06/17/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
07/01/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
07/15/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
07/29/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check
08/12/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check

Employee pay statement information is now available on the employee card within GreenShades Online! When navigating to an employee’s card, a new side menu item is available labeled “Pay History”. The administrator can then open the employee’s statements via the “Employee Pay Statements” section, which will list all pay statements available for that employee.

## Anticipated Release: 08/04/2020

### Greenshades Online Pay History

#### Navigation:

Greenshadesonline.com > Reports > Tax and Wage Summary

Greenshadesonline.com > Pay History > Pay History Reports > Tax and Wage Summary

#### New Feature

This report shows the total wages that are subject to federal, state, and local withholdings.

**Tax and Wages Summary Report**  
Date Range: 07/01/2016 - 07/31/2020

Select the date range or check date you would like to view

Last 30 Days  
 Year to Date  
 Select Quarter  
 Custom Date Range

07/01/2016 to 07/31/2020

Select Check Date

Search: Filter Table... Control Code: All

Control Code	Jurisdiction	Type	Taxable Wages	Tax Amount
Multiple	FEDERAL TAX	Federal	\$421,154.52	\$49,626.57
Multiple	MEDICARE TAX	Federal	\$421,154.52	\$6,107.05
Multiple	SOCIAL SECURITY TAX	Federal	\$421,154.52	\$26,111.97
UPRCC00000063	South Carolina	State	\$5,769.24	\$350.50
UPRCC00000063	South Dakota	State	\$5,769.24	\$0.00
UPRCC00000063	Tennessee	State	\$5,769.24	\$0.00
Multiple	Texas	State	\$8,653.86	\$0.00
UPRCC00000063	Utah	State	\$5,769.24	\$288.46
UPRCC00000063	Vermont	State	\$5,769.24	\$174.52
UPRCC00000063	Virginia	State	\$5,769.24	\$294.54
UPRCC00000063	Washington	State	\$5,769.24	\$0.00
UPRCC00000063	West Virginia	State	\$5,769.24	\$278.00
UPRCC00000063	Maine	State	\$5,769.24	\$338.00
UPRCC00000063	Maryland	State	\$5,769.24	\$416.12
UPRCC00000063	Massachusetts	State	\$5,769.24	\$259.70
UPRCC00000063	NJ Unemployment Employee Contribution	State	\$5,769.24	\$0.22
UPRCC00000063	NJ Workforce Development Employee Contribution	State	\$5,769.24	\$0.02

The tax and wage summary displays a wage breakdown per jurisdiction and taxes associated with those wages. This report will display all Federal, State, and Local wages subject to taxes per that jurisdiction. Administrators can filter the grid by date range, search the grid using the search bar, and export the grid to excel. For companies that use control codes, administrators will be able to filter the data by control code

## Anticipated Release: 07/20/2020

### Greenshades Online Pay History

Welcome to the new Greenshades Pay History! We have updated the look and feel of the module, maintaining key functionality you and your administrators are accustomed to, while also adding new and improved reports to help you manage your company and employees' pay data.

#### Navigation:

Greenshadesonline.com > Pay History

#### New Feature

#### Pay History Details

Info: Welcome to the new Pay History Details. To learn more about the updates we have made, click here.

**Pay History Details**

Check Date: 01/25/2020 to 01/25/2020

CheckDate(s): 1/25/2020  
 Total Employees: 97  
 Total Cost: \$152,844.88  
 Total Hours: 8,070.55  
 Direct Deposits: 0  
 Paper Checks: 102

**Employee Pay Notifications**

97 Employees Notified  
 1 Employees Viewed Statements  
 1 Supervisors Opened PDFs



**\$152,844.88**  
Total Cost

■	Employee Net Pay:	\$150,987.82
■	Benefits:	\$560.00
■	Deductions:	\$575.00
■	Employee Taxes:	\$630.26
■	Employer Taxes:	\$91.80

Benefit & Deduction Report
Pay Register
Liability Report

Wage Breakdown Report
Hours Breakdown Report
Liability Per Employee Report

Filter Table... Control Code: All

Check Date	Employee ID	Employee Name	Department	Position	Location	Hours	Employee Taxes	Gross Pay	Total Deductions	Total Benefits	Net Pay	Employer Taxes	Payment Method
01/25/2020	AFSTK001	KIZER TARANGA		POS1B	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	AFSDM001	MCSWEENEY DOREEN		POS1B	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHGT001	TOULD GIACOBBE		POS2A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHHM001	MESSICK HEDWIG		POS2B	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	AFSHF001	FEKETE HOLDA	DEPA	POS1A	SECONDARY	80.00	\$0.00	\$1,923.08	\$0.00	\$0.00	\$1,923.08	\$0.00	Paper Check
01/25/2020	AFSP001	SALIBA PROCTOR		POS1A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHHL001	LAFFERTY HIDI		POS2A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHAB001	BEACHAM ASHFORD		POS2A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	FAIRCHLDE001	Fairchilde Ms.Elaina		POS1A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	TEST01	Test comma		POS2A		80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHYC001	CORK YSEULT		POS2A	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHSP001	PALLUIS SYNCLAIR		POS2B	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	INHML001	LUCKY IMSO		POS2B	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	INHRR001	RUMBAUGH RUFUS		POS2A	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	AFSMS001	STANLEY MAJONDR		POS1B	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	AFSGF001	FONT GIUSEPPINA		POS1B	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	JCKWLL	Will Jake				80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHRK001	KROFF RENEE		POS2A	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
<b>Total</b>						<b>8,070.55</b>	<b>\$630.26</b>	<b>\$102,723.08</b>	<b>\$575.00</b>	<b>\$560.00</b>	<b>\$150,987.82</b>	<b>\$91.80</b>	

**Other Pay History Actions**

Distribute Pay Statements
Pay History Reports
View All Statements

Users are now navigated directly to the new Pay History Details Dashboard when selecting “Pay History” from the top navigation menu.

## Pay History Details

**Info:** Welcome to the new Pay History Details. To learn more about the updates we have made, [click here](#).

### Pay History Details

Check Date:  to

CheckDate(s): 1/25/2020,

Total Employees: 97

Total Cost: \$152,844.88

Total Hours: 8,070.55

Direct Deposits: 0

Paper Checks: 102

#### Employee Pay Notifications

[97 Employees Notified](#)

[1 Employees Viewed Statements](#)

[1 Supervisors Opened PDFs](#)

At the top left of the page, users are able to see high level details of the information in the graph and grid. This includes a date filter, check dates, total employee count, total cost, total hours, number of employees that are paid by direct deposits, and how many employees are paid by direct deposits. The date filter will automatically default to the most recent check date that we have access to in Greenshades, but administrators are able to filter the information on this page by selecting a new date in the date filter should they wish to see information to a different check date or date range. Administrators still have access to employee and manager notification information, including which employees have viewed and downloaded their paystubs, and which managers have downloaded their employees paystubs by batch. Administrators can click on the hyperlinked line item to view the details in a popup modal.

[, click here.](#) ✕



■ Employee Net Pay:	\$150,987.82
■ Benefits:	\$560.00
■ Deductions:	\$575.00
■ Employee Taxes:	\$630.26
■ Employer Taxes:	\$91.80

## Pay History Module Release Notes

In the upper right hand corner of the page, a graph displays a visual breakdown of the payroll information included in the check date or date range selected by the administrator. This includes a total cost for that time period, as well as a breakdown of that cost by net pay, employee taxes, benefits and deductions, and employer taxes.



Below the grid, administrators now have access to a variety of reports to view and analyze their organization's pay information. Selecting these buttons will redirect the user to the report they selected.

Filter Table... Control Code: All

Check Date	Employee ID	Employee Name	Department	Position	Location	Hours	Employee Taxes	Gross Pay	Total Deductions	Total Benefits	Net Pay	Employer Taxes	Payment Method
01/25/2020	AFSTK001	KIZER TARANGA		POS1B	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	AFSDM001	MCSWEENEY DOREEN		POS1B	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHGT001	TOULD GIACOBBE		POS2A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHHM001	MESSICK HEDWIG		POS2B	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	AFSHF001	FEKETE HOLDA	DEPA	POS1A	SECONDARY	80.00	\$0.00	\$1,923.08	\$0.00	\$0.00	\$1,923.08	\$0.00	Paper Check
01/25/2020	AFSPS001	SALIBA PROCTOR		POS1A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHHL001	LAFFERTY HIDI		POS2A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHAB001	BEACHAM ASHFORD		POS2A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	FAIRCHLDE001	Fairchilde Ms.Elaina		POS1A	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	TEST.01	Test comma		POS2A		80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHYC001	CORK YSEULT		POS2A	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHSP001	PAULUS SYNCLAIR		POS2B	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	INHML001	LUCKY IMSO		POS2B	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	INHRR001	RUMBAUGH RUFUS		POS2A	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	AFSMS001	STANLEY MAJONDRA		POS1B	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	AFSGF001	FONT GIUSEPPINA		POS1B	PRIMARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	JCKWILL	Will Jake				80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
01/25/2020	ANHRK001	KROPP RENEE		POS2A	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check
<b>Total</b>						<b>8,070.55</b>	<b>\$630.26</b>	<b>\$102,723.08</b>	<b>\$575.00</b>	<b>\$560.00</b>	<b>\$150,987.82</b>	<b>\$91.80</b>	

The grid on the Pay History Details page displays a list of all employee pay statements available for the check date or date range selected. There is one line item per employee per check date. For each line, the administrator can view the employee's statement by selecting the hyperlinked check number. This will open a PDF of the pay statement in a new browser. The administrator can also view a high level breakdown of the pay statement in the grid. To view pay code details of each field, the administrator can select the hyperlinked value to open up a breakdown of the value per pay code. For any company that uses Greenshades to process their Payroll, this will look and act similar to the last page of the pay run wizard 'Review and Submit' page.

## Pay History Module Release Notes

Administrators are able to sort the grid by selecting the column header they wish to sort by, as well as filter the grid using the “filter table” search bar at the top of the grid. Additionally, for any of our clients running payroll through GP and use Control Code to manage their payroll batches, administrators will have access to this dropdown as a filter option. However, if your organization does not use Control Codes you will not see this dropdown.

Other Pay History Actions

Distribute Pay Statements

Pay History Reports

View All Statements

At the bottom of the page lists any additional Pay History actions that administrators are able to do. This includes distributing their employees statements (this will redirect to the Distribute Statements page), viewing additional Pay History reports (this will redirect to the Reporting page), and viewing all employee statements (this will redirect to the All Statements report). If administrators have access to Greenshades Payroll and run their payroll through the Greenshades platform, then they will also be able to void checks from this section.

### Navigation:

Greenshadesonline.com > Pay History >Benefits and Deduction Report

### New Feature

This report shows your payroll benefits and deductions for any given date range. Select the range you would like to see or filter the table as needed.

**Benefit and Deduction Report**  
Date Range: 06/02/2015 - 07/20/2020

Filter Table... Control Code: All

Check Date	Control Code	Employee ID	Employee Name	Benefit Code	Deduction Code	Amount
01/19/2018	UPRCC00000005	AFHW001	ELDRED WORKS	GYM	GYM	\$75.00
01/19/2018	UPRCC00000005	AFSAE001	ARTHUR STATS	GYM	GYM	\$160.02
01/19/2018	UPRCC00000005	AFSBK001	BOWMAN KASPAR	DMEE	CUP	\$110.60
01/19/2018	UPRCC00000005	AFSDK001	DANAE KROPP	HHEE	LIFE1	\$195.03
01/19/2018	UPRCC00000005	AFSDM001	DOREEN MCSWEENEY	HHEE	HHEE	\$113.97
01/19/2018	UPRCC00000005	AFSER001	KARENSA HALDEMAN	HLEE	HLEE	\$143.99
01/19/2018	UPRCC00000005	AFSES001	Potato STURDIVANT	HLEF	HLEF	\$65.02
01/19/2018	UPRCC00000005	AFSFM001	FALLON MESSICK	FSA	LIFE1	\$333.76
01/19/2018	UPRCC00000005	AFSIA001	JOCK APPEL	HLES	DMES	\$123.98
01/19/2018	UPRCC00000005	AFSIB001	JORY BRIDGEWATER	DLEE	DLEE	\$40.02
01/19/2018	UPRCC00000005	AFSIP001	MAC PATNGODE	HSA	GYM	\$120.60
01/19/2018	UPRCC00000005	AFSIS001	MAJONDRA STANLEY	HSA	LIFE1	\$50.00
01/19/2018	UPRCC00000005	AFSPO001	PICERIOUS OGBREN	GYM	LIFE1	\$657.34
01/19/2018	UPRCC00000005	AFSPS001	PROCTOR SALIBA	HSA	HLEC	\$129.99
01/19/2018	UPRCC00000005	AFSTW001	TIRION LANISTER	GYM	GYM	\$75.00
01/19/2018	UPRCC00000005	AFSWJ001	WYBER JASPER	HLEE	HLEE	\$40.02
01/19/2018	UPRCC00000005	ANHAC001	AMAL CRANFORD	HSA	HLEE	\$46.03
01/19/2018	UPRCC00000005	ANHHH001	HIDI HENNEN	HSA	LIFE1	\$507.03

Administrators can now access to a breakdown of their employee’s benefit and deduction information via the Benefit and Deduction Report. This report shows an organization’s payroll

benefit information for any given date range. The date range for this report will default to the most recent check date, but the administrator can select any given date range including last 30 days, year to date, quarterly dates, and a custom date range. Administrators can also filter and sort the data on this page via the column headers or the filter bar at the top of the grid. Administrators can also download the grid to their browser.

**Navigation:**

Greenshadesonline.com > Pay History > Pay Run Register

**New Feature**

System Dashboard - OA Onboarding User (impersonated by: KMGINNIS) Account Settings Sign Out

Home Employees Pay History Year-End Forms Reports Settings Covid-19

**Pay Run Register Report**

This report shows your Pay Run Register for any given check date. You can select a check date to view below.

**Check Date: 01/25/2020**  
**Pay Period: 01/01/2015 - 01/14/2015**

Select Check Date

Filter Table... Control Code All Total Employees: 102

Employee ID	Employee Name	Control Code	Hours	Minutes	Gross Pay	Deduction Total	Employee Taxes	Net Pay	Employer Taxes
ANHRK001	RENEE KROPF	UPRCC00000001	50	0	\$600.00	\$0.00	\$72.63	\$527.37	\$45.90
<b>Employee Details:</b> Location: SECONDARY, Department: Department A, Position: Pos 2 Dep A Non exempt Hourly <b>Earnings Details:</b> HOURLY: \$600.00 Hours: 50 Minutes: 0 <b>Deduction Details:</b> Total Deductions: \$0.00 <b>Benefit Details:</b> Total Benefits: \$0.00 <b>Tax Details:</b> (EE) FEDERAL TAX: \$26.73, (EE) MEDICARE TAX: \$8.70, (EE) SOCIAL SECURITY TAX: \$37.20, (ER) MEDICARE TAX: \$8.70, (ER) SOCIAL SECURITY TAX: \$37.20 <b>Time Off Summary:</b> Total Hours: 50 Minutes: 0 Total Gross: \$600.00 Total Net: \$527.37 YTD Net: \$3,527.37 Total EE Taxes: \$72.63 Total ER Taxes: \$45.90									
ANHVD001	VOLKER DRINKARD	UPRCC00000001	50	0	\$600.00	\$0.00	\$72.63	\$527.37	\$45.90
<b>Employee Details:</b> Location: SECONDARY, Department: Department A, Position: Pos 2 Dep A Non exempt Hourly <b>Earnings Details:</b> HOURLY: \$600.00 Hours: 50 Minutes: 0 <b>Deduction Details:</b> Total Deductions: \$0.00 <b>Benefit Details:</b> Total Benefits: \$0.00 <b>Tax Details:</b> (EE) FEDERAL TAX: \$26.73, (EE) MEDICARE TAX: \$8.70, (EE) SOCIAL SECURITY TAX: \$37.20, (ER) MEDICARE TAX: \$8.70, (ER) SOCIAL SECURITY TAX: \$37.20 <b>Time Off Summary:</b> Total Hours: 50 Minutes: 0 Total Gross: \$600.00 Total Net: \$527.37 YTD Net: \$3,527.37 Total EE Taxes: \$72.63									

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Administrators can now access to a breakdown of their employee’s paystub information via the Pay Run Register Report. This report shows an organization’s pay run register for any given date range. The date range for this report will default to the most recent check date, but the administrator can select any given date range including last 30 days, year to date, quarterly dates, and a custom date range. Administrators can also filter and sort the data on this page via the column headers or the filter bar at the top of the grid. Administrators can also download the grid to their browser.

**Navigation:**

Greenshadesonline.com > Pay History > Liability Report

## New Feature

System Dashboard ▾ QA Onboarding User (impersonated by: KMGINNIS) Account Settings Sign Out

Home Employees Pay History Year-End Forms Reports Settings Covid-19

### Liability Report

The Liability Report provides you with details on payroll liabilities for the selected time period or check date.

Select the date range or check date you would like to view

Last 30 Days

Year to Date

Select Quarter

Custom Date Range

Select Check Date

**Check Date:** 01/25/2020  
**Pay Period:** 01/01/2015 - 01/14/2015

[Change](#)

**Liability Report**  
**Check Date:** 01/25/2020  
**Pay Period:** 01/01/2015 - 01/14/2015

Filter Table... Control Code All [↓](#)

Control Code	Code	Type	Group	Amount
Multiple	FEDERAL TAX	Tax	Employee	\$26.73
Multiple	MEDICARE TAX	Tax	Employee	\$8.70
Multiple	MEDICARE TAX - EMPLOYER	Tax	Employer	\$8.70
Multiple	SOCIAL SECURITY TAX	Tax	Employee	\$37.20
Multiple	SOCIAL SECURITY TAX - EMPLOYER	Tax	Employer	\$37.20
UPRCC00000005	401k	Benefit		\$75.00
UPRCC00000005	401k	Deduction		\$90.00

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Administrators can now access to a breakdown of their payroll liabilities via the Liability Report. This report shows details of an organization’s payroll liabilities for any given date range. The date range for this report will default to the most recent check date, but the administrator can select any given date range including last 30 days, year to date, quarterly dates, and a custom date range. Administrators can also filter and sort the data on this page via the column headers or the filter bar at the top of the grid. Administrators can also download the grid to their browser.

### Navigation:

Greenshadesonline.com > Pay History > Liabilities per Employee Report

## New Feature

**Liability Per Employee Report**

The Liability Per Employee Report provides you with details on payroll liabilities per employee for the selected time period or check date.

**Liability Per Employee Report**  
 Check Date: 07/15/2020  
 Pay Period: 06/14/2020 - 07/13/2020

Select the date range or check date you would like to view

- Last 30 Days
- Year to Date
- Select Quarter
- Custom Date Range
- Select Check Date

Check Date: 07/15/2020  
 Pay Period: 06/14/2020 - 07/13/2020

[Change](#)

Control Code	Native ID	Employee	Code	Type	Amount
333715939474280448	AFHEW001	WORKS, ELDRED	FED	Tax	\$1,773.76
333715939474280448	AFHEW001	WORKS, ELDRED	Federal Unemployment Tax	Tax	\$0.00
333715939474280448	AFHEW001	WORKS, ELDRED	MED	Tax	\$296.90
333715939474280448	AFHEW001	WORKS, ELDRED	SS	Tax	\$1,269.52
333715939474280448	AFHEW001	WORKS, ELDRED	Florida State Unemployment Tax	Tax	\$0.00
333715939474280448	AFHEW001	WORKS, ELDRED	HE EO	Benefit	\$0.00
333715939474280448	AFHEW001	WORKS, ELDRED	Trad401K	Benefit	\$0.00
333715939474280448	AFHEW001	WORKS, ELDRED	Percent Gross 2	Benefit	\$0.00
333715939474280448	AFHEW001	WORKS, ELDRED	LIFE	Benefit	\$0.00
333715939474280448	AFHEW001	WORKS, ELDRED	Percent Laz	Benefit	\$658.88
333715939474280448	AFHEW001	WORKS, ELDRED	ADV	Benefit	\$0.00
333715939474280448	AFHEW001	WORKS, ELDRED	Laz Health EO	Benefit	\$108.34
333715939474280448	AFHEW001	WORKS, ELDRED	PRE TAX	Benefit	\$50.00
333715939474280448	AFHEW001	WORKS, ELDRED	401k	Benefit	\$0.00
333715939474280448	AFHEW001	WORKS, ELDRED	PRE TAX (NOT) Deduction	Deduction	\$100.00
333715939474280448	ANHGM001	MARRA, GALI	Louisiana State Tax	Tax	\$0.00

Administrators can now access to a breakdown of their payroll liabilities per employee via the Liabilities per Employee Report. This report shows details of an organization’s payroll liabilities for any given date range at the employee level. This will include one line item per employee per pay code. The date range for this report will default to the most recent check date, but the administrator can select any given date range including last 30 days, year to date, quarterly dates, and a custom date range. Administrators can also filter and sort the data on this page via the column headers or the filter bar at the top of the grid. Administrators can also download the grid to their browser.

**Navigation:**

Greenshadesonline.com > Pay History > Wage Breakdown Report

**New Feature**

## Pay History Module Release Notes

Home Employees Pay History Year-End Forms Reports Settings Covid-19

### Wage Breakdown Report

This report shows your wage breakdown for any given date range. Select the range you would like to see or filter the table as needed.

**Wage Breakdown Report**  
 Check Date: 01/25/2020  
 Pay Period: 01/01/2015 - 01/14/2015

Filter Table...

Select the date range or check date you would like to view

- Last 30 Days
- Year to Date
- Select Quarter
- Custom Date Range
- Select Check Date

Check Date: 01/25/2020  
 Pay Period: 01/01/2015 - 01/14/2015

Change

Employee ID	Employee Name	Code	Check Number	Amount	DT	Reported Earnings/Tips	Non-Reported Tips	Pay Adjustment
AFSTK001	KIZER TARANGA					\$0.00	\$0.00	\$0.00
AFSDM001	MCSWEENEY DOREEN	SALARY	007857ABC	\$1,923.08		\$0.00	\$0.00	\$0.00
ANHGT001	TOULD GIACCBBE	HOURLY	Kyle ACA Dummy Check	\$1,000.00		\$0.00	\$0.00	\$0.00
ANHHM001	MESSICK HEDWIG					\$0.00	\$0.00	\$0.00
AFSHF001	FEKETE HOLDA					\$0.00	\$0.00	\$0.00
AFSPS001	SALIBA PROCTOR					\$0.00	\$0.00	\$0.00
ANHHL001	LAFFERTY HIDI					\$0.00	\$0.00	\$0.00
ANHAB001	BEACHAM ASHFORD					\$0.00	\$0.00	\$0.00
FAIRCHILD001	Fairchild: Ms.Etaina					\$0.00	\$0.00	\$0.00
TEST_01	Test comma					\$0.00	\$0.00	\$0.00
ANHYC001	CORK YSEULT					\$0.00	\$0.00	\$0.00
ANHSP001	PAULUS SYNCLAIR					\$0.00	\$0.00	\$0.00
INHML001	LUCKY IMSO					\$0.00	\$0.00	\$0.00
INHRR001	RUMBALUGH RUFUS					\$0.00	\$0.00	\$0.00
AFMS5001	STANLEY MAJONDBA					\$0.00	\$0.00	\$0.00
AFSGF001	FONT GIUSEPPINA					\$0.00	\$0.00	\$0.00
JCKWLL	Will Jack					\$0.00	\$0.00	\$0.00

Administrators can now access to a breakdown of their employee's wages via the Wage Breakdown Report. This report shows details of an employee's wages per pay category for any date range selected. The date range for this report will default to the most recent check date, but the administrator can select any given date range including last 30 days, year to date, quarterly dates, and a custom date range. Administrators can also filter and sort the data on this page via the column headers or the filter bar at the top of the grid. Administrators can also download the grid to their browser.

### Navigation:

Greenshadesonline.com > Pay History > Hours Breakdown Report

### New Feature

Home Employees Pay History Year-End Forms Reports Settings Covid-19

### Hours Breakdown Report

This report shows your wage breakdown for any given date range. Select the range you would like to see or filter the table as needed.

**Hours Breakdown Report**  
 Check Date: 01/25/2020  
 Pay Period: 01/01/2015 - 01/14/2015

Filter Table...

Select the date range or check date you would like to view

- Last 30 Days
- Year to Date
- Select Quarter
- Custom Date Range
- Select Check Date

Check Date: 01/25/2020  
 Pay Period: 01/01/2015 - 01/14/2015

Change

Employee ID	Employee Name	Regular Pay	OT	DT	Vacation	Sick	Holiday	Other	Total Hours
AFSTK001	KIZER TARANGA	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
AFSDM001	MCSWEENEY DOREEN	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
ANHGT001	TOULD GIACOBBE	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
ANHMM001	MESSICK HEDWIG	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
AFSHF001	FEKETE HOLDA	160.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
AFSPS001	SALIBA PROCTOR	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
ANHLD001	LAFFERTY HIDI	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
ANHAB001	BEACHAM ASHFORD	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
FAIRCHILDE001	Fairchilde Ms.Elaina	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
TEST_01	Test comma	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
ANHVC001	CORK YSEULT	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
ANHSP001	PAULUS SYNCLAIR	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
INHML001	LUCKY IMSO	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
INHRR001	RUMBAUGH RUFUS	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
AFMS001	STANLEY MAJONDRA	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
AFSGF001	FONT GIUSEPPINA	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
JCKWLL	Will Jakc	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
ANHRX001	KROPP RENEE	130.00	0.00	0.00	0.00	0.00	0.00	0.00	130.00

Administrators can now access to a breakdown of their employee’s payroll hours via the Hours Breakdown Report. This report shows details of an employee’s payroll hours per pay category for any date range selected. This includes their regular pay, overtime, double time, vacation, sick, holiday, etc. The date range for this report will default to the most recent check date, but the administrator can select any given date range including last 30 days, year to date, quarterly dates, and a custom date range. Administrators can also filter and sort the data on this page via the column headers or the filter bar at the top of the grid. Administrators can also download the grid to their browser.

## Anticipated Release: 06/06/2020

### Greenshades Online Pay History

#### Navigation:

Greenshadesonline.com > Pay History > Distribute Statements > Ask Greenshades to Print and Mail

#### Updated Pricing

Greenshades Software has updated our Paystub print and mail pricing for 2020. The wizard will now show the updated same day, next day, and standard pricing for paystub, check and direct deposit printing. Clients will also notice the updated pricing available on their invoices

## Anticipated Release: 04/13/2020

### Greenshades Online Pay History

#### Navigation:

Greenshadesonline.com > Pay History > Pay History Details

#### Reports

Paycheck Protection Program Application Report

Provides a downloadable report of all reported employee earnings and taxes for a selected date range as requested on the SBA Paycheck Protection Loan Application

New

#### Feature

To assist our small business clients applying for the Paycheck Protection Program SBA Loan, we have created a report required for the application to the Small Business Administration. The report can be run for any range within the calendar year of 2019 and early 2020 as specified by the application instructions (<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program-ppp>). This report includes a breakdown per employee of the following information: total wages, wages per pay code, federal taxes, state taxes, local taxes.

## Release Notes for 12/13/2017

### Statements Architecture

- Improved page loading when viewing direct deposit and check slips.
- Improved page loading for Pay History Details, specifically Payroll Totals segment.
- Payroll Totals for pay code, state, local, benefit and deduction codes are now sorted alphabetically.

**Pay History Details**

**Payroll Totals**

Show Details on:  All Pay Documents from a specific check date  
 All Pay Documents from a range of check dates

Check Date: 12/1/2017 Control Code: All

Codes are now alphabetized

Employees Selected	28	Pay Code	Wages	Hours	State	State Wages	State Tax	Locality	LocalWages	LocalTax	Benefit Code	Benefit Amount	Deduction Code	Deduction Amount
Number of Checks	24	Total	\$27,402.56	2360.09	IA	\$1,314.90	\$53.00				401K	\$46.87	401K	\$937.23
Number of Direct Deposits	4	HOLI	\$0.00	196.00	IL	\$15,920.97	\$390.11				INS	\$1,382.08	INS1	\$143.85
Federal Wages	\$27,402.56	HOUR	\$7,453.63	453.35	IN	\$2,229.46	\$71.55						INS2	\$583.60
Federal Tax Withheld	\$2,122.77	SALY	\$19,948.93	1694.74	MI	\$1,432.60	\$52.14						MED	\$250.00
Social Security Tax Withheld	\$1,638.36	VACN	\$0.00	16.00	MN	\$64.61	\$0.00							
Medicare Tax Withheld	\$383.16				MO	\$1,180.39	\$27.00							
Net Wages	\$20,632.78				NE	\$2,010.38	\$45.13							
					WI	\$1,334.57	\$71.88							

Excel Export

## Release Notes for 11/22/2017

### Release Notes

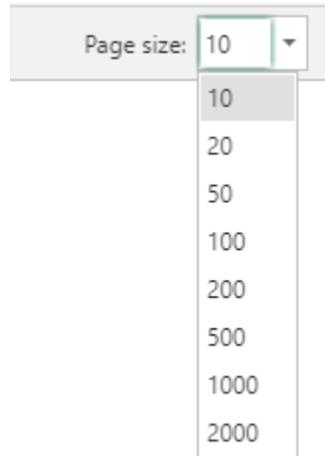
- Any significant updates to this product are now available in the form of release notes.

## Release Notes for 11/1/2017

### Pay Statements Architecture

## Pay History Module Release Notes

- Improved the All Pay Statements back architecture to improve page loading.
- Removed “All” option from page size, added 1000 and 2000 to the list.



## Release Notes for 08/09/2017

### GreenEmployee Pay History tab

- Updated the header dropdown order to allow Pay History Details to appear first and be the default page navigated to when clicking on the 'Pay History' tab rather than directly to opening the employee's most recent paystub with the PDF viewer.



## Release Notes for 08/17/2016

### \$0 Earnings Display

- Added a setting to display/hide \$0 earnings lines on an employee's pay statement. GreenshadesOnline.com → Settings → Employee Services → Pay History → Display tab

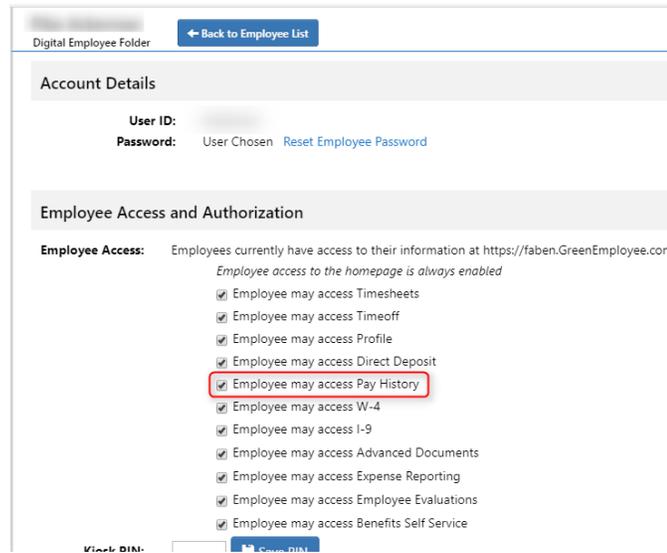
A screenshot of the 'Pay History' settings page. The 'Display' tab is selected. Under the 'Zero Wage Earnings' section, the 'Show earnings transactions with zero amounts on the paystub' option is set to 'No' (indicated by a red box around the radio button).

## Release Notes for 07/14/2015

### Disable Pay History Module

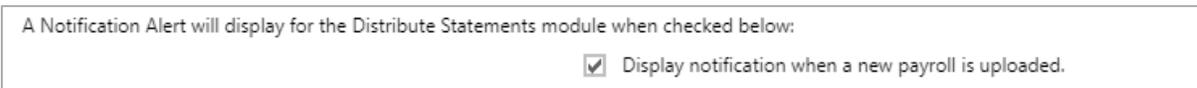
- Added the ability for admins to disable the pay history module on an individual employee basis through the 'Employee Login' page within their profile.
  - This will restrict the employee from viewing their paystubs, tax forms, and pay details.

## Pay History Module Release Notes



## Red Notification Alerts

- Added a setting to display/hide the red notification alerts for distributing paychecks and paystubs.  
 GreenshadesOnline.com → Settings → Notification Settings → Admin Notifications



## Batch IDs for Print & Mail

- The batch ID for print & mail submissions is now listed within the order grid for client reference.

Mail Service Orders & Downloads

You have previously requested mail service or downloadable copies for the following.

	Batch Name	Batch Number	Created I
<a href="#">View Details</a>	36 check on 6.9.2015(NEW JERSEY)	9002180	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(MICHIGAN)	9002179	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(MASSACHUSETTS)	9002178	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(MARYLAND)	9002177	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(MAINE)	9002176	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(LOUISIANA)	9002175	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(IOWA)	9002332	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(INDIANA)	9002331	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(ILLINOIS)	9002330	6/9/2015
<a href="#">View Details</a>	36 check on 6.9.2015(IDAHO)	9002329	6/9/2015

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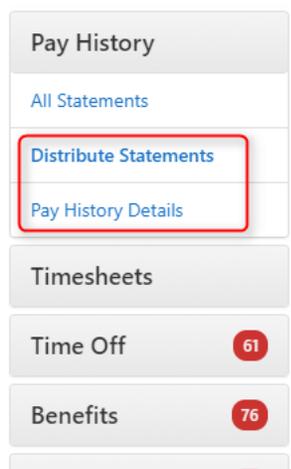
## W-4 Exemption Status

- W-4 exemption/status information will now display historical on corresponding paystubs.

## Release Notes for 05/27/2015

### Pay History Dashboard

- The Pay History dashboard is now separated into two different pages:
  1. Distribute Statements:
    - Ask Greenshades to Print & Mail your paychecks, check stubs, and direct deposit slips, or download and print yourself.
    - There is a quick link to the Distribution page accessible from the home page payroll summary widget.
    - The Checks & Paystubs Distribution Wizard has been given a more user friendly look and workflow.
  2. Pay History Details – This page gives you expanded payroll details on each of your employees by pay codes, hours, and wages.



### Distribution Status Report

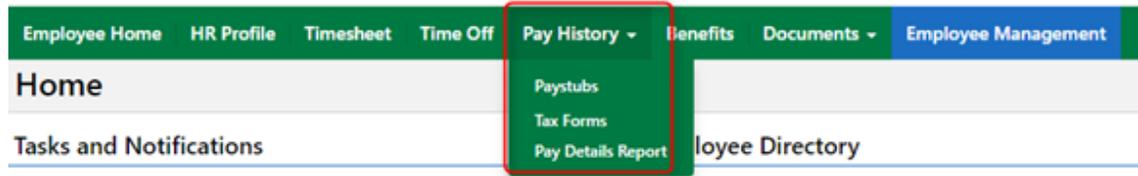
- A new "Pay Distribution Status" report is available within the Reports tab and on the Pay History Details page. This report will show the current status of each employee's distribution preference, whether by paper check or direct deposit.

### GreenEmployee Pay History tab

- The Pay History tab within the navigation on GreenEmployee is now broken down into 3 pages:

## Pay History Module Release Notes

1. Paystubs – There are no functionality changes to this page, however this page will now only display paystubs.
2. Tax Forms – Employee’s W-2, 1095-C and T4 tax forms are now accessible through this new page, (previously available through paystubs page).
3. Pay Details Report – This new report is available to employees to view their pay details at a glance for comparison for a specified date range.



## Release Notes for 06/12/2013

### Paystub Batches Fix

- Addressed an issue where paystub batches were not appearing correctly for admins because of administrator access restrictions.

## Release Notes for 09/21/2012

### Performance Updates

- Performance improvement applied to the display of employee paystubs.

## Release Notes for 04/25/2012

### Reporting Dashboard

- The Pay History Reporting Dashboard now provides the ability for administrators to view the payroll totals by pay code using hours as well as wages.
- The Pay History Reporting Dashboard has been updated to display the status of the download and mail order batches for the selected check date(s) directly on the dashboard.

## Download Pay Documents

- The pay documents download feature now allows administrators to select a method for sorting the pay documents in the download. Administrators can now sort by employee ID, department, employee first name, and employee last name.

## Release Notes for 01/23/2012

### General Updates and Fixes

- Corrected an issue that was leading to paystub and W-2 accessibility problems for employees when the “Company ID” or “Database Name” of the source accounting package was more than 80 characters long.

## Release Notes for 01/03/2012

### General Updates and Fixes

- Modified the PayHistory document select drop down to show the employee’s net wages instead of gross amount of direct deposit slips and check stubs.

## Release Notes for 11/29/2011

### General Updates and Fixes

- Greenshades was not properly displaying paystub information in some unusual circumstances when a payroll administrator used a local tax code to represent a special state level non-tax withholding and then mapped it as a special withholding in the GreenshadesOnline.com Connector.
  - This issue has been resolved so that paystub information is now correct.
- Fixed a problem that led to delayed ‘paystubs synchronized successfully’ email notifications for administrators using the latest version of the GreenshadesOnline.com connector. This did not impact actual paystub synchronization, simply the synchronization report email.

## Release Notes for 11/08/2011

### General Updates and Fixes

- Some clients who customized the 'Bank Transaction Entry' screen within Dynamics GP were experiencing a problem that stopped some of their payroll history from being synchronized to GreenshadesOnline.com and GreenEmployee.com.
  - This issue was fixed to ensure all payroll records are now synchronized for those clients.
- The GreenshadesOnline.com help article "Missing a Pay Run?" now contains a link that will check to ensure the Greenshades Online connector is installed and running properly.

### Release Notes for 10/11/2011

#### General Updates and Fixes

- Fixed a minor issue when displaying/saving employee pay history notification options on GreenEmployee.com
- Released a handful of custom paystub templates on GreenEmployee.com to better match modified layouts that were in use by some employers.

### Release Notes for 09/20/2011

#### General Updates and Fixes

- When an administrator clicked the 'Pay History' button on the top bar of GreenshadesOnline.com, the resulting pay history list would be filtered to only show paychecks and direct deposit slips from the most recent payrun.
  - This has been corrected so that all pay documents will be shown without filtering.
  - Administrators may still view a listing of pay documents from only the most recent payrun by clicking 'View All' in the homepage's "Recent Payroll Summary" widget.

### Release Notes for 07/12/2011

#### General Updates and Fixes

- Updated the text on the Employee Email Notification screen (located at Greenshades Online → Settings → Employee Pay History → Email Notifications tab) to clarify the differences between the various notification options.
- Enhanced the pay stub summary notification email for employees.
  - Summary now includes gross pay, deductions, benefits, and year-to-date totals in addition to the net pay. Rich HTML email also made available.

## Release Notes for 06/28/2011

### General Updates and Fixes

- Corrected an issue with the SSN mask on paystubs where the mask was 1 character off, so an SSN of 123456789 and a mask of XXXXX would show up with only four X's, or XXXX56789 instead of XXXXX6789.

## Release Notes for 06/14/2011

### General Updates and Fixes

- Added a new option for administrators who use GreenshadesOnline to print direct deposit slips and/or check stubs, which when selected gives the ability for an employee to request to stop receiving paper copies of those stubs.