# 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 Break Check Date: 01 Pay Period: 01/	<b>:down Report</b> /25/2020 01/2015 - 01/14/2015								
Select the date range or check date you would like to view	Q Keyword	Filter	Location (All) 🗸	Position (All) 🗸	Class (All) 🗸	Department (Al	l) 🗸 Divisio	on (All) 🗸	✓ Select All	
O Last 30 Days	Employee ID 🖨	Employee Name 💠	Regular Pay 🖨	Non-Taxable Earnings ¢	Supplemental Pay ¢	¢ TO	DT ¢	Reported Earnings/Tips \$	Non- > Default Col	umns
Year to Date	AFSTK001	KIZER TARANGA	\$1,000.00	\$0.00	\$0.00	\$0.00	\$468.20	\$0.00	Location	
Select Quarter	AFSDM001	MCSWEENEY DOREEN	\$2,628.97	\$0.00	\$0.00	\$1,115.80	\$1,224.51	\$0.00	Position	
O Curtora Data Darara	ANHGT001	TOULD GIACOBBE	\$2,300.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Class	nt
Custom Date Range	ANHHM001	MESSICK HEDWIG	\$1,000.00	\$0.00	\$0.00	\$1,253.68	\$1,400.85	\$0.00	Division	
<ul> <li>Select Check Date</li> </ul>	AFSHF001	FEKETE HOLDA	\$5,966.11	\$0.00	\$0.00	\$1,414.41	\$1,726.08	\$0.00	SSN	
ch	AFSPS001	SALIBA PROCTOR	\$1,044.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	X Restore Def	aults
Check Date: 01/25/2020	ANHHL001	LAFFERTY HIDI	\$2,919.69	\$0.00	\$0.00	\$1,955.04	\$753.64	\$0.00	\$0.00	\$0.00
ray renda: 01/01/2013 - 01/14/2013	ANHAB001	BEACHAM ASHFORD	\$1,027.24	\$0.00	\$0.00	\$551.65	\$1,250.01	\$0.00	\$0.00	\$0.00
Change	FAIRCHILDE001	Fairchilde Ms.Elaina	\$1,517.35	\$0.00	\$0.00	\$167.09	\$0.00	\$0.00	\$0.00	\$0.00
change	TEST,01	Test comma	\$1,000.00	\$0.00	\$0.00	\$0.00	\$16.60	\$0.00	\$0.00	\$0.00
	ANHYC001	CORK YSEULT	\$1,000.00	\$0.00	\$0.00	\$223.70	\$210.21	\$0.00	\$0.00	\$0.00
	ANHSP001	PAULUS SYNCLAIR	\$1,000.00	\$0.00	\$0.00	\$0.00	\$681.27	\$0.00	\$0.00	\$0.00
	INHML001	LUCKY IMSO	\$1,000.00	\$0.00	\$0.00	\$996.88	\$1,055.85	\$0.00	\$0.00	\$0.00
	INHRR001	RUMBAUGH RUFUS	\$1,468.20	\$0.00	\$0.00	\$536.58	\$0.00	\$0.00	\$0.00	\$0.00
	AFSMS001	STANLEY MAJONDRA	\$2,580.58	\$0.00	\$0.00	\$447.33	\$1,288.53	\$0.00	\$0.00	\$0.00
	AFSGF001	FONT GIUSEPPINA	\$1,466.80	\$0.00	\$0.00	\$978.10	\$0.00	\$0.00	\$0.00	\$0.00
	JCKWLL	Will Jakc	\$1,000.00	\$0.00	\$0.00	\$1,871.80	\$0.00	\$0.00	\$0.00	\$0.00
	ANHRK001	KROPF RENEE	\$2,374.23	\$0.00	\$0.00	\$1,980.81	\$2,754.30	\$0.00	\$0.00	\$0.00
	4	TOR/ETT EXCOUNTS	64 000 00	£0.00	£0.00	5004.0C	60.00	60.00	*****	****

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										
his report shows your wage breakdown for any given ate range. Select the range you would like to see or Iter the table as needed.	Hours Breal Check Date: 01, Pay Period: 01/	kdown Report /25/2020 /01/2015 - 01/14/2015								
Select the date range or check date you would like	Q Keyword	Filter	Location (All) 💙	Position (All) 🗸	Class (All) 🗸	Departmen	nt (All) 🗸	Division (All) 🌱		Select All
∩ Last 30 Davs	Employee ID \$	Employee Name \$	Regular Pay 🖨	OT ≑	DT ¢	Vacation \$	Sick 🛊	Holiday 🖨	Other	> Default Columns
	AFSTK001	KIZER TARANGA	80.00	0.00	2.54	0.00	0.00	0.00	0.00	
O Year to Date	AFSDM001	MCSWEENEY DOREEN	80.00	37.44	16.45	21.83	0.00	0.00	0.00	Position
Select Quarter	ANHGT001	TOULD GIACOBBE	80.00	0.00	0.00	55.10	0.00	0.00	0.00	Class
Custom Date Range	ANHHM001	MESSICK HEDWIG	80.00	2.97	71.57	0.00	0.00	0.00	0.00	Department
C	AFSHF001	FEKETE HOLDA	160.00	48.68	68.30	67.30	0.00	0.00	0.00	Division
Select Check Date	AFSPS001	SALIBA PROCTOR	80.00	0.00	0.00	3.77	0.00	0.00	0.00	SSN SSN
Check Date: 01/25/2020	ANHHL001	LAFFERTY HIDI	80.00	77.28	70.09	3.99	0.00	0.00	0.00	× Restore Defaults
Pay Period: 01/01/2015 - 01/14/2015	ANHAB001	BEACHAM ASHFORD	80.00	20.02	64.68	50.54	0.00	0.00	0.00	215.24
	FAIRCHILDE001	Fairchilde Ms.Elaina	80.00	71.97	0.00	23.95	0.00	0.00	0.00	175.92
Change	TEST,01	Test comma	80.00	0.00	35.53	0.00	0.00	0.00	0.00	115.53
	ANHYC001	CORK YSEULT	80.00	6.29	6.42	0.00	0.00	0.00	0.00	92.71
	ANHSP001	PAULUS SYNCLAIR	80.00	0.00	39.41	0.00	0.00	0.00	0.00	119.41
	INHML001	LUCKY IMSO	80.00	62.03	14.81	0.00	0.00	0.00	0.00	156.84
	INHRR001	RUMBAUGH RUFUS	80.00	48.10	0.00	79.57	0.00	0.00	0.00	207.67
	AFSMS001	STANLEY MAJONDRA	80.00	27.66	20.28	41.18	0.00	0.00	0.00	169.12
	AFSGF001	FONT GIUSEPPINA	80.00	64.65	0.00	74.83	0.00	0.00	0.00	219.48
	JCKWLL	Will Jakc	80.00	10.43	0.00	0.00	0.00	0.00	0.00	90.43
	ANHRK001	KROPF RENEE	130.00	97.83	59.16	35.67	0.00	0.00	0.00	322.66
	AAUMATOON	TRUETT MEDINA	00.00	17.11	0.00	0.00	0.00	0.00	0.00	07.44

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.



## Anticipated Release: 08/18/2020

#### Greenshades Online Pay History

#### Navigation:

#### Greenshadesonline.com > Pay History > Liabilities per Employee Report

Enhanced Feature								
System Dashboard 👻					QA	Onboarding User (impersonated t	y: DMANN) Account	Settings Sign Out
Home Employees Pay History Year-E	nd Forms Reports	Settings Covid-	19					
The Liability Per Employee Report provides you with details on payroll liabilities per employee for the selected time period or check date.	Liability Per Em Check Date: 01/25/2 Pay Period: 01/01/2	<b>1ployee Repor</b> 2020 015 - 01/14/2015	t					
Select the date range or check date you would like to view O Last 30 Days	Q Fitter Table		Control Code Filter 🛩 Con Division Filter 🌱	de Filter 💙 🛛 Type Fi	lter 💙 🛛 Class Fil	ter 💙 Department Filter 💙		<b>B</b>
○ Year to Date	Control Code \$	Native ID 🛊	Employee Name \$	Code ¢	Type \$	Amount  Class	Department \$	Division \$
Select Quarter	Multiple	AFSTK001	KIZER TARANGA	HOURLY	Earning	\$100,800.00		
	Multiple	AFSTK001	KIZER TARANGA	HOURLY DT	Earning	\$71,492.99		
O Custom Date Range	Multiple	AFSDM001	MCSWEENEY DOREEN	HOURLY PTO	Earning	\$62,334.85		
Select Check Date	Multiple	AFSDM001	MCSWEENEY DOREEN	HOURLY OT	Earning	\$69,794.54		
	Multiple	AFSHF001	FEKETE HOLDA	FED	Tax	\$53.46	DEPA	
Check Date: 01/25/2020	Multiple	AFSHF001	FEKETE HOLDA	MED	Tax	\$34.80	DEPA	
ray reriod: 01/01/2015 - 01/14/2015	Multiple	AFSHF001	FEKETE HOLDA	SS	Tax	\$148.80	DEPA	
Change	UPRCC0000008	AFSHF001	FEKETE HOLDA	SALARY	Earning	\$1,923.08	DEPA	
change	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-E iability Per Employee Report	nd Forms Reports	Settings Covid-	19		QA	Onboarding User (impersonated by	: DMANN)	Account Settings Sig
e Liability Per Employee Report provides you with tails on payroll liabilities per employee for the lected time period or check date.	Liability Per Em Check Date: 01/25/2 Pay Period: 01/01/2	020 015 - 01/14/2015	:					
Select the date range or check date you would like to view _ Last 30 Days	<b>Q</b> Filter Table		Control Code Filter Y Cod	le Filter 🌱 🛛 Type Fil	lter 🌱 🛛 Class Fil	iter 🌱 🔹 Department Filter 🌱		Select All
Year to Date	Control Code ±	Native ID ±	Employee Name 🛎	Code a	Type a	Amount & Class &	Depar	C Location
Select Quarter	Multiple	AFSTK001	KIZER TARANGA	HOURLY	Earning	\$100,800.00		Position
J Select Quarter	Multiple	AFSTK001	KIZER TARANGA	HOURLY DT	Earning	\$71,492.99		Class
Custom Date Range	Multiple	AFSDM001	MCSWEENEY DOREEN	HOURLY PTO	Earning	\$62,334.85		Department
Jeaston bale hange		100014000	MCSWEENEV DOREEN	HOURLY OT	Earning	\$69,794.54		CIVISION CIVISION
Select Check Date	Multiple	AFSUMOUT	THE STREET BOOTSDET					0.0014
Select Check Date	Multiple Multiple	AFSDM001 AFSHF001	FEKETE HOLDA	FED	Tax	\$53.46	DEPA	V Portoro Dofaulto
Select Check Date: 01/25/2020 Check Date: 01/25/2020 Dev:Dot:01/25/2020	Multiple Multiple Multiple	AFSHF001 AFSHF001	FEKETE HOLDA	FED MED	Tax Tax	\$53.46 \$34.80	DEPA DEPA	× Restore Defaults
Select Check Date Check Date: 01/25/2020 Pay Period: 01/01/2015 - 01/14/2015	Multiple Multiple Multiple Multiple	AFSHF001 AFSHF001 AFSHF001	FEKETE HOLDA FEKETE HOLDA FEKETE HOLDA	FED MED SS	Tax Tax Tax	\$53.46 \$34.80 \$148.80	DEPA DEPA DEPA	× Restore Defaults
Select Check Date Check Date: 01/25/2020 Pay Period: 01/01/2015 - 01/14/2015 Channe	Multiple Multiple Multiple Multiple UPRCC00000008	AFSHF001 AFSHF001 AFSHF001 AFSHF001 AFSHF001	FEKETE HOLDA FEKETE HOLDA FEKETE HOLDA FEKETE HOLDA	FED MED SS SALARY	Tax Tax Tax Earning	\$53.46 \$34.80 \$148.80 \$1,923.08	DEPA DEPA DEPA DEPA	× Restore Defaults
© Select Check Date Check Date: 01/25/2020 Pay Period: 01/01/2015 - 01/14/2015 Change	Multiple Multiple Multiple UPRCC00000008 UPRCC00000005	AFSUM001 AFSHF001 AFSHF001 AFSHF001 AFSHF001 ANHTL001	FEKETE HOLDA FEKETE HOLDA FEKETE HOLDA FEKETE HOLDA LOVELADY TARKAN	FED MED SS SALARY 401K	Tax Tax Tax Earning Benefit	\$53.46 \$34.80 \$148.80 \$1,923.08 \$75.00	DEPA DEPA DEPA DEPA DEPA	× 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



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

ystem Dashboard 👻				(	2A Onboarding User (impersonated by: D	MANN) Account Settings Sign
Home Employees	Pay History Year-End F	Forms Reports Settings Covid-19				
2						
ployee Pay Stat	tements					
		-				
	BOWMAN KASPA	← Back to Employee List				
	Digital Employee Folder					
	Q Filter Table					
	Check Date \$	Control Code ¢	Net Wages \$	Gross Wages \$	Check Number \$	
	01/19/2018	UPRCC0000005	\$0.00	\$73.96	000000000000000218	
	01/26/2018	UPRCC0000008	\$0.00	\$73.96	0000000000000000416	
	01/14/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check	
nlovment	01/28/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check	
ployment	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	
rsonal	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	
v History	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	
plovee Pay Statements	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	
nesneets	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	
ne Off	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	
cumonto	08/12/2017	Kyle ACA Dummy Batch	\$1,500.00	\$1,000.00	Kyle ACA Dummy Check	
Journemus			A+ 200.00	A		

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**

Home Employees Pay History Tax Fili Tax and Wage Summary Report	ng Center Year-End Forms	Reports Settings Covid-19				
his report shows the total wages that are subject to ederal, state, and local withholdings.	Tax and Wages Sun Date Range: 07/01/2016	nmary Report - 07/31/2020				
Select the date range or check date you would like	<b>Q</b> Filter Table	Control	Code	•		₽
C Last 20 David	Control Code ¢	Jurisdiction \$	Type \$	Taxable Wages 💠	Tax Amount 🖨	
O Last 30 Days	Multiple	FEDERAL TAX	Federal	\$421,154.52	\$49,626.57	
○ Year to Date	Multiple	MEDICARE TAX	Federal	\$421,154.52	\$6,107.05	
Select Quarter	Multiple	SOCIAL SECURITY TAX	Federal	\$421,154.52	\$26,111.97	
Curtary Data Daras	UPRCC0000063	South Carolina	State	\$5,769.24	\$350.50	
Custom Date Range	UPRCC00000063	South Dakota	State	\$5,769.24	\$0.00	
07/01/2016	UPRCC0000063	Tennessee	State	\$5,769.24	\$0.00	
61/01/2010	Multiple	Texas	State	\$8,653.86	\$0.00	
to	UPRCC0000063	Utah	State	\$5,769.24	\$288.46	
07/31/2020	UPRCC0000063	Vermont	State	\$5,769.24	\$174.52	
	UPRCC0000063	Virginia	State	\$5,769.24	\$294.54	
O Coloris Church Data	UPRCC0000063	Washington	State	\$5,769.24	\$0.00	
Select Check Date	UPRCC0000063	West Virginia	State	\$5,769.24	\$278.00	
	UPRCC0000063	Maine	State	\$5,769.24	\$338.00	
	UPRCC00000063	Maryland	State	\$5,769.24	\$416.12	
	UPRCC0000063	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**

	Velcome to the n	ew Pay History Details. To	learn more about the	updates we ha	ve made, click her	re.							
Pay His	story Deta	ils											
Check Date:	01/25/2020	to 01/25/20	20 🖴										
						· · · · · · · · · · · · · · · · · · ·							
CheckDate(s	s): 1/25/2020,									Employee Ne	t Pav:	\$1	50.987.82
Total Employ	yees: 97						\$450.04			Benefits:	•		\$560.00
lotal Cost: 5	\$152,844.88						\$152,844	1.88		Deductions:			\$575.00
otal Hours:	: 8,070.55						Total Co	st		Employee Tax	ces:		\$630.26
Direct Depo	sits: 0									Employer Tax	tes:		\$91.80
aper Check	ks: 102												
mployee	e Pay Notifica	itions											
7 Employee	es Notified								Bene	fit & Deduction R	leport P	ay Register	Liability Re
1 Employees	s Viewed Stateme	nts											
supervisor	is opened PDFs							Wage Breakd	own Report	Hours Breakdov	wn Report	Liability Per Er	nployee Re
Filter Table			Control Code A										
Filter Table.			Control Code Al	11		•							
Filter Table. eck Date \$	Employee ID \$	Employee Name ¢	Control Code Al	Position \$	Location ¢	▼ Hours ≎	Employee Taxes ≎	Gross Pay \$	Total Deductions ≑	Total Benefits ≑	Net Pay 😂	Employer Taxes \$	Payment Method \$
Filter Table	Employee ID \$	Employee Name \$ KIZER TARANGA	Control Code Al	Position ¢	Location \$	▼ Hours ¢ 80.00	Employee Taxes ¢ \$5.00	Gross Pay ≎ \$1,000.00	Total Deductions ≑ \$5.00	Total Benefits ≎ \$5.0	Net Pay \$ \$1,500.00	Employer Taxes ‡ 0 \$0.00	Payment Method ¢ Paper Che
Filter Table. eck Date \$ (25/2020 (25/2020 (25/2020	Employee ID ¢ AFSTK001 AFSDM001	Employee Name ¢ KIZER TARANGA MCSWEENEY DOREEN	Control Code Al Department \$	Position ¢ POS18 POS18 POS18	Location ¢ PRIMARY SECONDARY	► Hours ¢ 80.00 80.00	Employee Taxes \$ \$5.00 \$5.00	Gross Pay ≎ \$1,000.00 \$1,000.00	Total Deductions ¢ \$5.00 \$5.00	Total Benefits ¢ \$5.00 \$5.00	Net Pay \$ \$1,500.00 \$1,500.00	Employer Taxes ¢ 0 \$0.00 0 \$0.00	Payment Method a Paper Che Paper Che
Filter Table. eck Date \$ /25/2020 /25/2020 /25/2020 /25/2020	Employee ID ¢ AFSTK001 AFSDM001 ANHGT001 ANHGT001	Employee Name   KIZER TARANGA MCSWEENEY DOREEN TOULD GIACOBBE MESSURY LEMMIG	Control Code Al Department \$	Position ¢ POS18 POS18 POS2A POS28	Location ¢ PRIMARY SECONDARY PRIMARY PRIMARY	▼ Hours ¢ 80.00 80.00 80.00 80.00	Employee Taxes ¢ \$5.00 \$5.00 \$5.00	Gross Pay ¢ \$1,000.00 \$1,000.00 \$1,000.00	Total Deductions ¢ \$5.00 \$5.00 \$5.00 \$5.00	Total Benefits ↓ \$5.00 \$5.00 \$5.00	Net Pay ¢ \$1,500.00 \$1,500.00 \$1,500.00	Employer Taxes ↓ 0 \$0.00 0 \$0.00 0 \$0.00	Payment Method : Paper Che Paper Che Paper Che Paper Che
Filter Table. eck Date ¢ (25/2020 (25/2020 (25/2020 (25/2020 (25/2020	Employee ID ¢ AFSTK001 AFSDM001 ANHGT001 ANHHM001 AFSHF001	Employee Name ¢ Közer Taranga Mösweenve Doreen Toulo Giacobbe Messick Hedwig Ferete Holma	Control Code Al Department ¢	Position ¢ POS18 POS18 POS2A POS28 POS38	Location PRIMARY SECONDARY PRIMARY PRIMARY SECONDARY	▼ Hours ¢ 80.00 80.00 80.00 80.00 80.00	Employee Taxes ¢ \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00	Gross Pay ↓ \$1,000.00 \$1,000.00 \$1,000.00 \$1,000.00 \$1,000.00	Total Deductions ≑ \$5.00 \$5.00 \$5.00 \$5.00 \$5.00	Total Benefits ↓ \$5.00 \$5.00 \$5.00 \$5.00 \$5.00	Net Pay ¢ \$1,500.00 \$1,500.00 \$1,500.00 \$1,500.00 \$1,93.00	Employer Taxes ≎ 0 \$0.00 0 \$0.00 0 \$0.00 0 \$0.00 8 \$0.00	Payment Method a Paper Che Paper Che Paper Che Paper Che
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Users are now navigated directly to the new Pay History Details Dashboard when selecting "Pay History" from the top navigation menu.



F	Pay History Details	
	Info: Welcome to the new Pay History Details. To learn more about the updates we have a	nade, clici
	Pay History DetailsCheck Date:01/25/2020to01/25/2020iCheckDate(s):1/25/2020,iiCheckDate(s):1/25/2020,iiTotal Employees:97iiTotal Cost:\$152,844.88iiTotal Hours:8,070.55iiDirect Deposits:0iiPaper Checks:102ii	
	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.





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.

<b>Q</b> Filter Table.			Control Code Al	ę.		•								Ŧ
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	c . 4
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	c
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	c
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	c
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	c
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	c
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	c
01/25/2020	FAIRCHILDE001	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	c
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	c
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	c
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	c
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	c
01/25/2020	JCKWLL	Will Jakc				80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check	¢
01/25/2020	ANHRK001	KROPF RENEE		POS2A	SECONDARY	80.00	\$5.00	\$1,000.00	\$5.00	\$5.00	\$1,500.00	\$0.00	Paper Check	c
1		TOWETT LEDNIL		00001	CCC01010/		er 00	Fr 000.00	** **	** **	** ****	60.00	n (1 )	
					Total	8,070.55	\$630.26	\$102,723.08	\$575.00	\$560.00	\$150,987.82	\$91.80		

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.



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**

Home Employees Pay History Year-End Benefit and Deduction Report	l Forms Reports	Settings Covid-19					
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 I Date Range: 06/0	Deduction Report 02/2015 - 07/20/2020					
	Q Filter Table		Control Cod	e All	•		*
Select the date range or check date you would like							
to view	Check Date 🖨	Control Code 🖨	Employee ID 💠	Employee Name \$	Benefit Code 💠	Deduction Code 🖨	Amount ¢
🔿 Last 30 Days	01/19/2018	UPRCC00000005	AFHEW001	ELDRED WORKS	GYM	GYM	\$75.00
O Vear to Date	01/19/2018	UPRCC00000005	AFSAE001	ARTHUR STATS	GYM	GYM	\$160.02
O real to bate	01/19/2018	UPRCC00000005	AFSBK001	BOWMAN KASPAR	DMEE	CUP	\$110.60
○ Select Quarter	01/19/2018	UPRCC00000005	AFSDK001	DANAE KROPF	HHEE	LIFE1	\$195.03
Custom Date Range	01/19/2018	UPRCC00000005	AFSDM001	DOREEN MCSWEENEY	HHEE	HHEE	\$113.97
	01/19/2018	UPRCC00000005	AFSER001	KARENSA HALDEMAN	HLEE	HLEE	\$143.99
06/02/2015 🚔 <sup>to</sup> 07/20/2020 🚔	01/19/2018	UPRCC0000005	AFSES001	Potato STURDIVANT	HLEF	HLEF	\$65.02
	01/19/2018	UPRCC0000005	AFSFM001	FALLON MESSICK	FSA	LIFE1	\$333.76
O failed floor Barr	01/19/2018	UPRCC00000005	AFSJA001	JOCK APPEL	HLES	DMES	\$123.98
O select check Date	01/19/2018	UPRCC00000005	AFSJB001	JORY BRIDGEWATER	DLEE	DLEE	\$40.02
	01/19/2018	UPRCC00000005	AFSMP001	MAC PATNODE	HSA	GYM	\$129.60
	01/19/2018	UPRCC0000005	AFSMS001	MAJONDRA STANLEY		LIFE1	\$50.00
	01/19/2018	UPRCC00000005	AFSPO001	PICERIOUS OGREN	GYM	LIFE1	\$657.34
	01/19/2018	UPRCC0000005	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	UPRCC0000005	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 🐱									QA On	boarding User (impersonate	d by: KMCGINNIS) Acco	unt Settings Sign O
Home Employee	s Pay History	Year-End Forms	Reports	Settings	Covid-19							
Pay Run Register	Report											
is report shows your Pay Ru	n Register for any giv	ven check date. Yo	u can select	t a check dat	e to view belo	w.						
neck Date: 01/25/20	20											
v Period: 01/01/2015 - 01/	14/2015											
Select Check Date												
Q Filter Table		Cont	trol Code	All		-	Total Er	nployees: 102				
Employee ID ±	Employee Name		Cont	trol Code ±		Hours A	Minutes ±	Gross Pav ≜	Deduction Total	Employee Taxes #	Net Pav ★	Employer Taxes #
ANHRK001	RENEE KROPF		UPR	CC00000001		50	0	\$600.00	\$0.00	\$72.63	\$527.37	\$45.90
imployee Details	Earnings Detail:	s		Deductio	on Details		Benefit Details		Tax Details		Time Off Summary	
Location: SECONDARY Department: Department A	HOURLY: \$600.00 Hours: 50 Minutes: 0 Total Deductions: \$0			ductions: \$0.00		Total Benefits: \$0	00	<ul> <li>(EE) FEDERAL TAX: \$2</li> <li>(EE) MEDICARE TAX: \$</li> </ul>	6.73 \$8.70			
Position: Pos 2 Dep A Non exempt	Total Hours: 50	urs: 50 Minutes: 0		Total Dec		Jeductions. 30.00			(EE) SOCIAL SECURITY TAX: \$37.20			
nouny	Total Gross: \$60 Total Net: \$527	00.00 '.37							(ER) MEDICARE TAX:	\$8.70		
	YTD Net: \$3,52	7.37							(ER) SOCIAL SECURIT	Y TAX: \$37.20		
									Total EE Taxes: \$72.6	3		
	VOLUER DEINULDE		1100	cc00000004		50		6000.00	Total ER Taxes: \$45.9	0	4507.07	
Employee Details	Earnings Detail	s	UPR	Deductio	on Details	50	Benefit Details	\$600.00	Tax Details	\$72.03	3527.37 Time Off Summary	\$45.90
Location: SECONDARY	HOURLY: \$600.0	00 Hours: 50 Minutes:	: 0						(EE) FEDERAL TAX: \$2	6.73		
Department: Department A Position: Pos 2 Dep A Non exempt	Total Hours: 50	Minutes: 0		Total De	ductions: \$0.00		Total Benefits: \$0.	00	(EE) MEDICARE TAX: 1 (EE) SOCIAL SECURIT	58.70 Y TAX: \$37.20		
Hourly	Total Gross: \$60	00.00										
	Total Net: \$527 YTD Net: \$3,52	'.37 7.37							(ER) MEDICARE TAX: (ER) SOCIAL SECURIT	\$8.70 Y TAX: \$37.20		
									Total FE Taves: \$72.6	1		
									TOTAL EL TAXES. \$72.0	2		

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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: KMCGINNIS) Account	Settings Sign Out
Home Employees Pay History Year-End	d 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.	Liability 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	Q Filter Table	Control Code All		×	<u>*</u>
○ Last 30 Dave	Control Code \$	Code \$	Type 🛊	Group ¢	Amount ¢
Clarboogs	Multiple	FEDERAL TAX	Tax	Employee	\$26.73
O Year to Date	Multiple	MEDICARE TAX	Tax	Employee	\$8.70
O Select Quarter	Multiple	MEDICARE TAX - EMPLOYER	Tax	Employer	\$8.70
O Curtom Date Range	Multiple	SOCIAL SECURITY TAX	Tax	Employee	\$37.20
O cason bute range	Multiple	SOCIAL SECURITY TAX - EMPLOYER	Tax	Employer	\$37.20
Select Check Date	UPRCC0000005	401k	Benefit		\$75.00
Cherk Date: 01/25/2020	UPRCC00000005	401k	Deduction		\$90.00
Pay Period: 01/01/2015 - 01/14/2015					
Change					

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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**



Home Employees Payroll Pay History	ax Filing Center Tear-Er	nd Forms Reports S	settings			
Liability Per Employee Report						
he Liability Per Employee Report provides you with letails on payroll liabilities per employee for the elected time period or check date.	Liability Per Employe Check Date: 07/15/2020 Pay Period: 06/14/2020 - 07	ee Report 7/13/2020				
	<b>Q</b> Filter Table					*
Select the date range or check date you would like to view	Control Code \$	Native ID 🗢	Employee ¢	Code ¢	Type ≑	Amount \$
🔾 Last 30 Days	333715939474280448	AFHEW001	WORKS, ELDRED	FED	Tax	\$1,773.76
○ Year to Date	333715939474280448	AFHEW001	WORKS, ELDRED	Federal Unemployment Tax	Tax	\$0.00
O Select Quarter	333715939474280448	AFHEW001	WORKS, ELDRED	MED	Tax	\$296.90
O Custom Date Range	333715939474280448	AFHEW001	WORKS, ELDRED	SS	Tax	\$1,269.52
Select Check Date	333715939474280448	AFHEW001	WORKS, ELDRED	Florida State Unemployment Tax	Tax	\$0.00
Check Date: 07/15/2020	333715939474280448	AFHEW001	WORKS, ELDRED	HE EO	Benefit	\$0.00
Pay Period: 06/14/2020 - 07/13/2020	333715939474280448	AFHEW001	WORKS, ELDRED	Trad401K	Benefit	\$0.00
	333715939474280448	AFHEW001	WORKS, ELDRED	Percent Gross 2	Benefit	\$0.00
Change	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	\$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-En	d Forms Reports	s Settings Covi	d-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 Break Check Date: 01 Pay Period: 01/	<b>(down Report</b> /25/2020 /01/2015 - 01/14/2015	5								
	Q Filter Table.										<u>+</u>
Select the date range or check date you would like to view O Last 30 Days	Employee ID ¢	Employee Name \$	Code	Check Nu	imber	Amount		DT ¢	Reported Earnings/Tips \$	Non-Reported Tips ¢	Pay Adjustment ≎
O Year to Date	AFSTK001	KIZER TARANGA	SALARY	007857A8	3C	\$1,923.08		\$0.00	\$0.00	\$0.00	\$0.00
○ Select Quarter	ANHGT001	TOULD GIACOBBE	HOURLY	Kyle ACA	Dummy Check	\$1,000.00	-	\$0.00	\$0.00	\$0.00	\$0.00
O Custom Date Range	ANHHM001	MESSICK HEDWIG						\$0.00	\$0.00	\$0.00	\$0.00
Select Check Date	AFSHF001 AFSPS001	FEKETE HOLDA SALIBA PROCTOR		\$0.00	\$2,923.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Check Date: 01/25/2020 Pay Period: 01/01/2015 - 01/14/2015	ANHHL001 ANHAB001	LAFFERTY HIDI BEACHAM ASHFORD		\$0.00 \$0.00	\$1,000.00 \$1,000.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00
Change	TEST,01	Test comma		\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	ANHSP001	PAULUS SYNCLAIR		\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	INHML001 INHRR001	LUCKY IMSO RUMBAUGH RUFUS		\$0.00 \$0.00	\$1,000.00 \$1,000.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00
	AFSMS001 AFSGF001	STANLEY MAJONDRA FONT GIUSEPPINA		\$0.00 \$0.00	\$1,000.00 \$1,000.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00
	JCKWLL	Will Jakc		\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$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** 



Hours Breakdown Report										
nis report shows your wage breakdown for any given ate range. Select the range you would like to see or ter the table as needed.	Hours Breal Check Date: 01, Pay Period: 01/	kdown Report /25/2020 01/2015 - 01/14/2015								
	<b>Q</b> Filter Table.	41								
Select the date range or check date you would like	Frankriger ID +	Freedowe Norma A	Describer Dev. 4	07.4	DT +	Manuflan A	file a	M-84 *	Others 4	Total Marrie a
to view	Employee ID ¢	Employee Name	Regular Pay Ç	0.00	0.00	vacation ç	SICK C	Holiday ç	Other ç	iotal Hours o
Last 30 Days	AFSTROOT		80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
) Year to Date	ANUGTODI	TOULD GLACORRE	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
) Select Quarter	ANHHM001	MESSICK HEDWIG	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
	AESHE001	FEKETE HOLDA	160.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
) Custom Date Range	AFSPS001	SALIBA PROCTOR	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Select Check Date	ANHHI 001	LAFFERTY HIDI	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Charle D- the 01/05/0000	ANHAB001	BEACHAM ASHEORD	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Check Date: 01/25/2020	FAIRCHILDE001	Fairchilde Ms.Elaina	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
ray reliou. 01/01/2013 - 01/14/2013	TEST.01	Test comma	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Change	ANHYC001	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	80.08
	INHRR001	RUMBAUGH RUFUS	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
	AFSMS001	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
	11110000				0.00		0.00		0.00	100.00

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

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 (<u>https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program-ppp</u>). This report includes a breakdown per employee of the following information: total wages, wages per pay code, federal taxes, state taxes, local taxes.



New

## 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.

ay History Details														
Payroll Totals														
Image: All Pay Documents from a specific check date         All Pay Documents from a range of check dates         Codes are now alphabetized														
							1	$\bigvee$						Excel Export
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							

## 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



- 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.

Employee Home	HR Profile	Timesheet	Time Off	Pay History +	Benefits	Documents +	Employee Management
Home				Pay Details Repor			
Tasks and Notif	fications			Paystubs Tax Forms	loyee	Directory	

## 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

Pay H	Pay History									
Use the tabs below to configure Pay History.										
8	Employee Templates Display Email Notifications Text Notifications									
Calcul Calcul Yes Pay R: Show Yes	Calculate Daystub section totals based on the displayed lines instead of using static values.         ○ Yes ● No         Pay Rate         Show 4 decimal places on payrate         ● Yes ● No									
Direct Show Yes	Direct Deposit Info Show direct deposit information on earnings statements									
Zero V Show Yes	Zero Wage Earnings Show earnings transactions with zero amounts on the paystub Yes  No Pourting Number Directory									

## 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.





## **Red Notification Alerts**

 Added a setting to display/hide the red notification alerts for distributing paychecks and paystubs.

GreenshadesOnline.com  $\rightarrow$  Settings  $\rightarrow$  Notification Settings  $\rightarrow$  Admin Notifications

A Notification Alert will display for the Distribute Statements module when checked below:

 Image: Display notification when a new payroll is uploaded.

## Batch IDs for Print & Mail

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

	Batch Name	Batch Number	Created
/iew Details	36 check on 6.9.2015(NEW JERSEY)	9002180	6/9/20
View Details	36 check on 6.9.2015(MICHIGAN)	9002179	6/9/20
View Details	36 check on 6.9.2015(MASSACHUSETTS)	9002178	6/9/20
View Details	36 check on 6.9.2015(MARYLAND)	9002177	6/9/20
View Details	36 check on 6.9.2015(MAINE)	9002176	6/9/20
View Details	36 check on 6.9.2015(LOUISIANA)	9002175	6/9/20
View Details	36 check on 6.9.2015(IOWA)	9002332	6/9/20
View Details	36 check on 6.9.2015(INDIANA)	9002331	6/9/20
View Details	36 check on 6.9.2015(ILLINOIS)	9002330	6/9/201
View Details	36 check on 6.9.2015(IDAHO)	9002329	6/9/20

## 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:



- 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.

Employee Home	HR Profile	Timesheet	Time Off	Pay History 👻	Ber	nefits	Documents -	Employee Management
Home				Paystubs				
Tasks and Notif	fications			Tax Forms Pay Details Repo	rt	loyee	e Directory	

## 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 XXXX6789.

#### 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.

