Payroll Release Notes

Recent Updates 10/5/2022

GREENSHADES ONLINE PAYROLL

Enhanced Feature - Workers Comp: Addition of Workers Comp Rates and Effective Dates

- **Background:** The workspace level company structures for positions have historically supported the ability to tie a workers compensation code to a position as well as the ability to provide state specific codes against said positions. However, Greenshades had not previously captured worker's comp rates or tracked effective dates for when these codes will be applied.
- What's new? The Position setup has been expanded to accept workers compensation rates as well as apply effective dates for when these codes will start being applied. These codes and rates can be expanded to the state level or left as a "default" value for non-state specific uses.

* Position Code	Upholstering	
Position Description	Furniture Repairs	
Occupational Code		
Job Classification		•
Norkers Compensation Code		
State	Workers Compensati	on Code
Florida 💌	9522	đ
Florida 👻		Workers Compensation Code is required
		+ Workers Comp Override

Old Workers Compensation Settings:

New Workers Compensation Settings:

	Position	n Description	Furniture Repai	irs				
Occupational Code			Labors and Hel	ners				
State Workers Compe		ensation Code	Workers Comp Rate (as %)	Effective Date		1		
Florida	•	9522	1.5		09/30/2022			۵
Default	Default 👻				mm/dd/yyyy		0	
					+ Work	ers Comp O	verrio	de

Company Positions Setup: Greenshadesonline.com \rightarrow Settings Tab \rightarrow Company Info \rightarrow Company Structure \rightarrow Add / Edit Positions

Enhanced Feature - Greenshades API: Employees in Pay Runs + Hours & Earnings in Pay Runs

- **Background:** The Greenshades API is a public facing set of endpoints for our clients and partners to utilize with the goal of integrating our data into other systems (i.e. Accounting packages, reporting software, relevant HCM solutions, etc.).
- What's new? This latest release has launched endpoints to interact with the data contained within the Employees Step and Hours & Earnings step of the Pay Run Wizard. These endpoints can be used to facilitate direct integrations into active Pay Runs inside of the Greenshades Payroll software.
 - <u>Employee Endpoints:</u>
 - GET: Information about all employee/s included in a pay run
 - **POST:** Add an employee to a pay run
 - **PUT:** Modify information about an employee included in a pay run
 - **DELETE:** Remove an employee from a pay run
 - Hours & Earnings Endpoints:
 - GET: All pay run earnings in a given pay run
 - **GET:** a pay run earning by its id
 - **POST:** Create new pay run earnings
 - **PUT:** Update existing pay run earnings

• **DELETE:** Remove an existing pay run earning

Employee Endpoints data (in the UI):

y Run. v	VEEKLY 07/08/2022 (S	icheduled)	Check I	Date: 07/08/2022		Pay Period: 06/26/2022 - 0	7/02/2022			Cancel Pay Run
Em	ployees	Hours & Earning	p 🥥 🔪	Deductions	 	Benefits 🥥	Arrears		Review & Submit	Ø
e following as d them to a s	e all the employees that can be checkle.	included on the pay run as they have bee	n added to this schedule. To add	more employees, click the Add en	nployees button below. This will only	y add the employee to this pay run, it will not	add them to the scheduled pay runs in t	he future. To do that pl	lease go to the employee card under	pay settings and
Q Filter T	able	+ Add Employees								0+
	Employee ID =	Employee Name	Department =	Class =	Division 11	Position =	Location =	Hire Date =	Termination Date =	
	ANHDF001	DEBBIE FOLKS	Department A	CLASSA		Position A	Georgia Work Location	11/30/2019		8
0	ANHDW001	DAGOBERT WIECZOREK	Department A	CLASSA		Position A	Georgia Work Location	11/30/2019		8
0	ANHD5001	DANNY SQUIER	Department A	CLASSA		Position A	Arizona Work Location	11/30/2019		8
	ANHEK001	ERNESTINE KIKER	Department A	CLASSA		Position A	California Work Location	11/30/2019		8
0	ANHFK001	FINLAY KIKER	Department A	CLASSA		Position A	Colorado Work Location	11/30/2019		8
0	ANHGM001	GAU MARRA	Department C	CLASSA		Position A	Connecticut Work Location	11/30/2019		8
	ANHHL001	HIDI LAFFERTY	Department D	CLASSA		Position A	Washington DC Work Location	11/30/2019		8
0	ANHHM001	HEDWIG MESSICK	Department E	CLASSA		Position A	Delaware Work Location	11/30/2019		8
	ANHEF001	EUSTACIAS FERRARO	Department A	CLASSA		Position A	Florida Work Location	11/30/2019		8
0	ANHKR001	KADUA RUTKOWSKI	Department A	CLASSA		Position A	Wisconsin Work Location	12/07/2020		8
0	ANHNN001	NELIA NICKEL	Department A	CLASSA		Position A	Hawaii Work Location	11/30/2019		8
•	ANHTS001	TAHNIA SPOHN	Department A	CLASSA		Position A	Iowa Work Location	11/30/2019		8

Hours & Earnings Endpoints data (in the UI):

	/2022 (Scheduled)			Check I	Date: 07/08,	/2022	Pa	y Period: 06	/26/2022 - 07/02/	2022		Cancel Pay Run
Employees	>	Hours & Earning:	: 2		Dedu	ctions	Benet	lits	>	Arrears 🥑 🔪	Review & Submit	v
ew your employees' hours and p is Pay field.	ay rate for all earnings in this	pay period. If your emplo	oyees' hours have no	t been imp	orted via the Gre	eenshades Timesheets modu	le or other integration, you can b	ilk upload hours o	r manually add employees	to complete this payrun. You can override any employ	ee's earnings by entering the total	earning amount in the
Q. Filter Table	+ Add H	ours & Earnings	v Refresh	To	tal Hours: 2,1 t Pay Run: 1,9601	019.00 Compare						Þ
Employee ID	Employee Name	Earning Code 11	Position 1	0	iepartment 11	Location =	Work Period =	Hours 1	Minutes 1	Pay Rate 11	Gross Pay 11	
) ANHDR001	DEBBIE FOLKS	PHONE	Position A	•	Department A	• Alaska Work Loci •	06/26/2022 - 07/03/2022 -	0	0	\$ 50.00 fixed	\$ 50.00	8
 ANHOW001 	DAGOBERT WIECZOREK		Position A	*	Department A	▼ Arkansas Work L ▼	06/26/2022 - 07/03/2022 👻	40	0	\$ 52,000.00 per year	\$ 1,000.00	
ANHDW001	DAGOBERT WIECZOREK	HOURLY	Position A	۲	Department A	• Alabama Work Li •	06/26/2022 - 07/03/2022 -	50	0	per hour	\$ 5,000.00	Undo 😫
O ANHDS001	DANNY SQUIER	SALARY	Position A		Department A	Arizona Work Lor	06/26/2022 - 07/03/2022 *	40	0	\$ 52,000.00 per year	\$ 1,000.00	
ANHEK001	ERNESTINE KIKER	SALARY	Position A	•	Department A	• California Work L •	06/26/2022 - 07/03/2022 •	40	0	\$ 52,000.00 per year	\$ 1,000.00	
O ANHFROD1	FINLAY KIKER	SALARY	Position A	•	Department A	Colorado Work L	06/26/2022 - 07/03/2022 •	40	0	\$ 52,000.00 per year	\$ 1,000.00	
) 0 ANHGM001	GALI MARRA	SALARY	Position A	•	Department A	Connecticut Wor	06/26/2022 - 07/03/2022 -	40	0	\$ 52,000.00 peryear	\$ 1,000.00	
O ANHHLOOT	HIDI LAFFERTY	SALARY	Position A	•	Department A	Washington DC \ •	06/26/2022 - 07/03/2022 -	40	0	\$ 52,000.00 per year	\$ 1.000.00	
ANHHM001	HEDWIG MESSICK	SALARY	Position A		Department A	Delaware Work L	06/26/2022 - 07/03/2022 -	40	0	\$ 52,000.00 peryear	\$ 1.000.00	

Navigation:

Greenshades API Development Portal

Enhanced Feature - General Ledger: Support dimensions on GL Batch Summary Screen and GL Summary Report

• **Background:** The Post Pay Run GL Batch Review screen as well as the GL summary report did not present the users with the mapped Dimensions.

• What's new? To further support our clients that are using dimensional accounting, especially those using Business Central and Sage, we have expanded our GL reporting to ensure that dimensions are included in both the interface and exports of these reports.

	🏠 General Ledg	er Account Summary Re	eport					
Last 30 Dave	This report shows th	e aggregated summary of your general	- I ledger activity per account. If dime	nsions are enabled this report will n	ot aggregated.			
	Pay Run Name: Bill	leekly						
Vear to Date	Pay Period: 05/15/2	022 - 05/28/2022						
O Select Quarter	Posted Time: 05/02/	/2022 12:48 PM						
Custom Date Range								
Select Pay Run								
Pay Run Name: RiWeekby	Q Filter Table							B
Pay Period: 05/15/2022 - 05/28/2022						Transaction Details		
Check Date: 06/02/2022	Entity Code	Account Number	Account Name	Account Type	Debit	Name Value	imensions	
Change		10010	Tax 1	Liability	\$ 0.00		View Dimensions	
		10010	Tax 1	Liability	\$ 234.62	Code Dimension TAX	View Dimensions	
		10010	Tax 1	Liability	\$ 0.00	Department Dimension DEPA	View Dimensions	
		10010	Tax 1	Liability	\$ 192.88		View Dimensions	
		10010	Tax 1	Liability	\$ 0.00	\$ 16.07	view Dimensions	
		10010	Tax 1	Liability	\$ 18.67	\$ 0.00	View Dimensions	
		10010	Tax 1	Liability	\$ 0.00	\$ 45.11	View Dimensions	
		10010	Tax 1	Liability	\$ 45.11	\$ 0.00	View Dimensions	
		10010	Tax 1	Liability	\$ 0.00	\$ 192.88	View Dimensions	
		10010	Tax 1	Liability	\$ 192.88	\$ 0.00	View Dimensions	
		10010	Tax 1	Liability	\$ 0.00	\$ 45.11	View Dimensions	
		10010	Tax 1	Liability	\$ 45.11	\$ 0.00	View Dimensions	
		10010	Tax 1	Liability	\$ 0.00	\$ 9.80	View Dimensions	
		10010	Tax 1	Liability	\$ 9.80	\$ 0.00	View Dimensions	
		10010	Tax 1	Liability	\$ 0.00	\$ 10.98	View Dimensions	
		10010	Tax 1	Liability	\$ 10.98	\$ 0.00	View Dimensions	
		10015	Net 1	Liability	\$ 0.00	\$ 1,476.41	View Dimensions	
		10025	Earning 1	Expense	\$ 333.33	\$ 0.00	View Dimensions	
		10025	Earning 1	Expense	\$ 1,000.00	\$ 0.00	View Dimensions	
		10025	Earning 1	Expense	\$ 666.67	\$ 0.00	View Dimensions	

General Ledger Account Summary Report (with Dimensions):

General Ledger Post Pay Run Batch Review (with Dimensions):

Review General Ledg	er Batch						
This report shows transactions t	hat are associated with a General Ledger batch. Click	here to return to your General Ledger Batch Sur	nmary Report.				
Batch Details							
Batch Name: Batch Status: Submit Date: Credits: Debits:	6/2/2022, 12/00/00 AM Pending 52/266.46 52/266.46						
Recalculate Batch O							
▲ Warning! You have 2 to	nsactions not mapped to an account which are curre	ently held in a Suspense Account. Click here to re	view.				
Warning! You have 2 to	nsactions not mapped to an account which are curv	ntly held in a Suspense Account. Click here to re	vien.		Transaction Details Name	Value	
Warning! You have 2 to Fitter Table http://code	nactions not mapped to an account which are curr Submit Batch Account Number	ntly held in a Suspense Account. Click here to re Account Name	view. Account Type	Credit	Transaction Details Name	Value	Dimensions
Warning! You have 2 tra Fitter Table Atily Code	nsactions not mapped to an account which are curr Submit Batch Account Number 1025	ntly held in a Suspense Account. Click here to re- Account Name Europg 1	Account Type Expanse	Credit 5.000	Transaction Details Name CODE Dimension DEP Dimension	Value TAX DEPA	Dimensions View Dimensions
Warning! You have 2 to O Fitter Table ntity Code	nactions not mapped to an account which are com Submit Butch Account Number 10025 10010	ntly held in a Suppense Account. Click here to re Account Name Earning 1 Tax 1	Account Type Copens Labelay	Credit 5 0.00 5 0.00	Transaction Details Name CODE Dimension DEP Dimension	Value TAX DEPA	Dimensions View Dimensions View Dimensions
Warning! You have 2 tra Fitter Table Mitty Code	Sudewid Bath	why held in a Supporter Account, Click here to re Account Name Earing 1 Tas 1 Tas 1	Account Type Deprise Labitry Labitry	Coeffit \$ 0.00 \$ 0.00 \$ 0.00	Transaction Details Name CODE Dimension DEP Dimension 5 192.88	Value TAX DEPA	Dimensions View Dimensions View Dimensions View Dimensions
Warning! You have 2 to Your Table	Account Number Account Number 10010 10010 10010	ntly held in a Supporter Account. Click here to re Account Name Earling 1 Tax 1 Tax 1 Tax 1 Tax 1	Account Type Departs Lability Lability Lability	Condit 5 0.00 5 0.00 5 0.00 5 9.00	Transaction Details Name CODE Dimension DEP Dimension	Vibue TAX DEPA	Dimensions View Dimensions View Dimensions View Dimensions
Warning! You have 2 to Fitter Table.	success not mapped to an account which are current Subtent Batch Account Number 10023 10010	why held in a Supporter Account, Click here to re Account, Name Earing 1 Tas 1 Tas 1 Tas 1 Tas 1	Accesses Type Experise Lability Lability Lability Lability	Condit 5 0.00 5 0.00 5 0.00 5 9.80 5 9.80 5 4.511	Transaction Details Name DEP Dimension 192.88	Value TAX DEPA	Dimensions View Dimensions View Dimensions View Dimensions
Warning! You have 2 to The Table atily Code	stations not mapped to an account which are current Submit Butch Account Number 10010 10010 10010 10010 10010	why held in a Supporter Account, Click here to re Account Name Earling 1 Tax 1 Tax 1 Tax 1 Tax 1 Tax 1 Tax 1 Tax 1 Tax 1	ver. Account Type Dense Labity Labity Labity Labity Labity	Condit 5 0 00 5 0 00 5 0 00 5 9 80 5 4511 5 152 88	Transaction Details Name CODE Dimension DEP Dimension 5 192.88 5 000 5 000	Value TAX DEPA	Denessions fee Denesions Vies Denesions Vies Denesions Vies Denesions Vies Denesions
Warning! You have 2 to	mactions not mapped to an account which are curre Submet Batch Macmant Number 10025 10010	why held in a Supporter Account. Click here to re Account Name Earing 1 Tax	Account Type Departse Lability Lability Lability Lability Lability Lability	Credit 5.0.00 5.0.00 5.9.80 5.9.80 5.45.13 5.192.28 5.100	Transaction Details Name CODE Dimension DEP Dimension 5 192.88 5 000 5 000 5 1.0000	Value TAX DEPA	Dimensions Vice Dimensions Vice Dimensions Vice Dimensions Vice Dimensions Vice Dimensions

Navigation:

General Ledger Account Summary Report: Greenshadesonline.com \rightarrow Reports Tab \rightarrow General Ledger Section Account Summary

General Ledger Post Pay Batch Review: Greenshadesonline.com \rightarrow Payroll Tab \rightarrow View Pay Run (in the completed pay run widget) \rightarrow General Ledger Section \rightarrow Review Batch

Enhanced Feature - General Ledger: Small enhancements to GL Preview

- **Background:** The new **General Ledger Preview** functionality had not yet supported a Credit and Debit summary section. This of course made the feature far less useful when it is meant to be utilized as an "at a glance" tool.
- What's new? The feature has been expanded via the following two changes:
 - Credit and Debit totals have been added at the top of the page to allow for a quick review that the ledger is balanced prior to submission
 - The button to access the preview has been visually adjusted on the *Review & Submit* step to separate itself more clearly from the account change functions

General Ledger Preview in the Review & Submit Step:



Account Number	Account Name II	Debit II	Credit II	Employee ID II	Check Date II	Туре II	Dimensions	Details	
0029	Earning 5	\$ 4,950.00	\$ 0.00	ANHSP001	06/29/2022	Earning	View Dimensions	View Details	
0015	Net 1	\$ 0.00	\$ 3,619.16	ANHSP001	06/29/2022	NetWage	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 644.00	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 71.78	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 195.30	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 49.50	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 63.36	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 306.90	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 306.90	\$ 0.00	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 29.70	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 29.70	\$ 0.00	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 71.78	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 71.78	\$ 0.00	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 0.00	\$ 101.48	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	
0010	Tax 1	\$ 101.48	\$ 0.00	ANHSP001	06/29/2022	Tax	View Dimensions	View Details	*

General Ledger Preview: Greenshadesonline.com \rightarrow Payroll Tab \rightarrow Start / Continue Pay Run \rightarrow Review & Submit

Enhanced Feature - Reporting: Tax and Wage Summary Report Expanded

- **Background:** Practitioners and their accountants did not have a Greenshades provided report that summarized the total tax liabilities (EE/ ER) per pay run, or across other date ranges, that was sectioned into tax type totals. The current report only provided a detail view that would likely not fit the less detailed reporting requirements of some users.
- What's new? The newly added "summary" tab in the report provides a way for clients to quickly see the total amounts that need to be paid out from their payrolls sectioned by logical Tax Types (i.e. Federal Income Tax, State Taxes, etc.).

New Tax and Wage "Summary" Tab:

e payroll Tax and Wage Summary Report provides you with details on payroll xes for the selected time period or pay run.	Tax and Wage Summary F Date Range: 01/01/2022 - 09/30/2022	Report				
Select the date range or pay run you would like to view O Last 30 Days	Q Filter Table					₽
Year to Date						
○ Select Quarter	Summary Details					
○ Custom Date Range	Tax ::	Employee Total Wages	Employer Total Wages	Employee Total Amount	Employer Total Amount	
⊖ Select Pay Run	Social Security	\$ 4,000.00	\$ 4,000.00	\$ 316.88	\$ 316.88	
	Federal Unemployment	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 30.67	
	Medicare	\$ 4,000.00	\$ 4,000.00	\$ 74.11	\$ 74.11	
	State Unemployment	\$ 0.00	\$ 3,960.00	\$ 0.00	\$ 19.80	
	Federal Income Tax	\$ 4,000.00	\$ 0.00	\$ 469.24	\$ 0.00	
	Additional Medicare	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
		4.3.650.00	6.0.00	6 74 60	6.0.00	

New Tax and Wage "Summary" Tab (exported):

Tax Category	Employee Total Wages	Employer Total Wages	Employee Total Amount	Employer Total Amount
Social Security	\$4000.00	\$4000.00	\$316.88	\$316.88
Federal Unemployment	\$0.00	\$4000.00	\$0.00	\$30.67
Medicare	\$4000.00	\$4000.00	\$74.11	\$74.11
State Unemployment	\$0.00	\$3960.00	\$0.00	\$19.80
Federal Income Tax	\$4000.00	\$0.00	\$469.24	\$0.00
Additional Medicare	\$0.00	\$0.00	\$0.00	\$0.00
State Tax	\$3960.00	\$0.00	\$74.69	\$0.00
Totals			\$934.92	\$441.46
Total Taxes Debited				\$1376.38
Summary Details				
			- UT	

Tax and Wage Summary Report: Greenshadesonline.com \rightarrow Reports Tab \rightarrow Tax and Wage Summary Report

Tax Announcement – Fix for CA SDI Multi-state results

Summary: Due to a prevailing tax issue with a partnering software, Greenshades payroll tax calculations have changed the way they apply CA SDI. Previously, in multi-state work scenarios, employees may have received too little or \$0 in CA SDI withholdings.

Impact: The provided fix will remedy issues for employees that have their primary work location set as CA to ensure the SDI will only been taken as CA SDI. Additionally, the total amount of SDI taken will be for all earnings in that pay period, even if the employee worked across multiple states, not just CA.

Navigation:

Pay Runs: Greenshadesonline.com \rightarrow Payroll Tab \rightarrow Start / Continue Pay Run \rightarrow Preview Paystub

Recent Updates 9/14/2022

GREENSHADES ONLINE PAYROLL

Performance Enhancements- Pay Run Wizard Hours & Earnings

- **Background:** Payroll users have reported that the action to add or remove hours or earnings rows was occasionally slow and unresponsive. The Pay Run Wizard is at the center of the payroll product and is therefore a top priority to not only be deeply functional, but to operate quickly and without error.
- What's new? The performance for both the addition and removal of Hours or Earnings rows in the Pay Run Wizard have been greatly optimized. The changes will result in faster and smoother operation when adding Hours and/or Earnings in the Pay Run Wizard.

Improved Hours & Earnings actions:

Payroll															
Pay Run: W	EEKLY 07/08/2022	(Scheduled)		Chec	c Date: 07/08/202	2	Pay	/ Period: 06/26/20	022 - 07/02/20	022				Cancel Pr	Aay Run
Emj	ployees	🕗 🔪 н	ours & Earnings	2	Deductio	ns 🖌	Benefi	its 📢	⊘	Arrears	⊘	Review & Submit		Ø	
Review your emplo	yees' hours and pay rate for	all earnings in this pay period. I	If your employees' hours ha	ve not been imported via	the Greenshades Timesheet	s module or other integration,	you can bulk upload hours or mar	ually add employees to con	npiete this payrun. You	a can override any employee's earnings by e	tering the total ea	erning amount in the Gross Pay field			
Q Filter Table		+ Add Hours & Ear	mings V Refr	total Hou Last Pay Run	rs: 2,019.00 Com	bare									0+
	Employee ID 11	🖍 Add Manually		Position #	Department #	Location #	Work Period 14	Hours 15	Minutes #	Pay Rate 11		Gross Pay 11			
	ANHDF001	Upload Hours & E	Earnings	Position A	Department A	▼ Alaska Work Locatio ▼	06/26/2022 - 07/03/2022 👻	0	0	\$ 50	00 fixed	\$ 50.00		÷	^
•	ANHDW001	DAGOBERT WIECZOREK	SALARY	Position A	Department A	Arkansas Work Locar	06/26/2022 - 07/03/2022 👻	40	0	\$ 52,000	00 per year	\$ 1,000.00			
•	ANHDW001	DAGOBERT WIECZOREK	HOURLY	Position A	Department A	Alabama Work Local	06/26/2022 - 07/03/2022 -	50	0			\$ 5,000.00	Undo		
•	ANHDS001	DANNY SQUIER	SALARY	Position A	Department A	Arizona Work Locati	06/26/2022 - 07/03/2022 -	40	0	\$ 52,000	00 per year	\$ 1,000.00			
	ANHEK001	ERNESTINE KIKER	SALARY	Position A	Department A	California Work Loca	06/26/2022 - 07/03/2022 👻	40	0	\$ 52,000	00 per year	\$ 1,000.00			
•	ANHFK001	FINLAY KIKER	SALARY	Position A	Department A	Colorado Work Loca	06/26/2022 - 07/03/2022 👻	40	0	\$ 52,000	00 per year	\$ 1,000.00			
0	ANHGM001	GALI MARRA	SALARY	Position A	Department A	Connecticut Work Lt	06/26/2022 - 07/03/2022 -	40	0	\$ 52.000	00 per vear	\$ 1,000.00			

Pay Runs (Hours & Earnings Step): Greenshadesonline.com \rightarrow Payroll Tab \rightarrow Start / Continue Pay Run \rightarrow Hours & Earnings Steps

Performance Enhancements– Pay Run Wizard Review & Submit (Recalculates)

- **Background:** Edits applied within the "View Paystub" screen of the Review & Submit step will lead to a recalculation of those changes. Payroll users have reported that these calculations may be slow to complete. It is common for admins to submit last minute changes through the Review & Submit step of the wizard, leaving it to be a high priority area to properly support.
- What's new? Changes have been made to how the payroll system will save these edits from the "View Paystub" screen. The employee's paystub will now quickly recalculate and bring the user back to the review and submit page once complete.

Example of an employee recalculation:

ASHFORD Employee ID: ANHAE Department: Depart Work Location: Wisc Position: Position 8 Hire Date: 11/30/201 HR Statur: Active	BEACHAN 001 sent B onsin Work Location	И			Net Pay: \$ 1,761.75 Tetal Hours: (b) Hours() (b) (Minutes) Group Ray: 5,20030 Tetal Bunghayee Taxee: \$ 238.25 Payment Method: Paper Check: •						
Earnings						C	Changed from \$1k	to \$2k			
Code Name II Po	y Stub Name 🗉	Position =	Department 11	Location 11	Hours 11	Minutes ::	Amount 11	Year To Date	11		
SALARY SA	ILARY	POSB	DEPB	WISCONSIN	40 ()	\$ 2,000.00	\$ 3,000.00		Clear	
Totals					40 Hour(s)	Minute(s)	\$ 2,000.00				
Benefits											1
Code Name II	Pay S	tub Name II	Arrears Balance	ce II	Amount 11		Year To Date	п			
Totals			\$ 0.00		\$ 0.00						
Deductions											
Code Name II	Pay S	tub Name 11	Arrears Balan	ce n	Amount 11		Year To Date	п			
Totals			\$ 0.00		\$ 0.00						
Time Off											
Code Name II	Pay S	tub Name 11	Balance II		Used in		Accrued 11				
ancel									Save and	i Recalculate Ta	axes

Pay Runs (Review & Submit): Greenshadesonline.com \rightarrow Payroll Tab \rightarrow Start / Continue Pay Run \rightarrow Review & Submit

Tax Announcement – Ohio JEDD Taxes

Summary: Due to a prevailing tax issue with a partnering software, Greenshades payroll tax calculations have been temporarily changed to effectively ignore all Ohio JEDD taxes from our payroll tax calculations. This will imply that any employees working in Ohio under a locality that would normally be affected by JEDD taxes will NOT have they withheld via the GS Payroll software.

Impact: Since Greenshades Payroll will temporarily not withhold JEDD taxes, this will imply that the practitioner / client is responsible for determining applicable JEDD withholdings for relevant employees and facilitating payment outside of Greenshades Software. To reiterate, this is a temporary change. We expect this to be resolved and to start pulling JEDD taxes out via payroll again in 2022-Q4.

Navigation:

Pay Runs: Greenshadesonline.com \rightarrow Payroll Tab \rightarrow Start / Continue Pay Run \rightarrow Preview Paystub

Recent Updates 8/26/2022

GREENSHADES ONLINE PAYROLL

New Feature - New Pay Run Type: Adjustment Pay Runs (Initial Rollout)

• **Feature Description:** In the Greenshades online Payroll module, Adjustment Pay Runs are used to remediate mistakes or make changes to the results of an already submitted and processed

pay run. Adjustments are a very standard operation for payroll practitioners as payrolls are not always perfect. There are many scenarios and types of mistakes that these practitioners may need to address. The goal of this tool is to provide users a clear and comprehensive way to make these very important, and potentially complex, amendments. The process that Greenshades uses to approach these problems is to allow a user to start by finding their historical pay run that they expect requires changes. The tool will help the user determine if an Adjustment Pay Run is indeed the right avenue for correction. Assuming it is, the tool will create a new pay run that is populated with the inputs of the selected source pay run. At this point, you can imagine the problem being "As a payroll practitioner, I wish that I entered X instead of Y before submitting the original pay run, so that my employees were paid as intended". As such, the user will be tasked with making changes to the values of the original pay run and turning them into what they wish were entered the first time. After entering these new values, Greenshades' intelligent pay run calculations will determine the earnings, benefits, deductions, arrears, and tax differences between the original run and this new Adjustment Pay Run. Upon pay run submission, resulting net checks (positive or negative), and future arrearages, will be generated for the affected employees. The most important idea to keep in mind when using this tool is to always remember to enter the values that you "wish" you had in the first place and let Greenshades do the rest.

- Key Feature Information:
 - Employees who were **NOT** included in the original pay run that you have chosen to adjust, cannot be added to the adjustment run (refer to What this tool is not).
 - Tax overrides will **NOT** be pulled from the original pay run into an *Adjustment Pay Run*.
 - YTD tax auto adjustments are calculated at the time that this amendment pay run is started. This means that if the tax auto adjust may be triggered from amounts that were 'accrued' on pay runs that took place *after* the pay run that is being adjusted. The resulting Auto Adjustment will appear on the *Adjustment Pay run*.
 - It is not advisable to pull employees into an *Adjustment Pay Run* if they do not actually require an adjustment be made. This can cause unintended consequences from recalculations (i.e. Tax override will not be accounted for, tax auto adjustments may trigger, accidental edits could be performed, etc.). Even if there were no resulting changes, and no other issues occurred, those employees would still be distributed a \$0 check, which will inevitably confusion Employees and potentially lead to inconsistent reporting.
 - Garnishments cannot be "edited" in an Adjustment Pay Run, just as they cannot be in the standard pay run wizard. They will still recalculate based on changes to earnings or employee disposable income.

- Pay Runs or checks that were voided cannot be adjusted
- Adjustments can be made up to the start of the current calendar year. You may not adjust pay runs from prior years.
- What this tool is: The tool is best positioned to amend the following mistakes (as well as some others not mentioned):
 - Employee(s) was overpaid
 - Employee(s)was paid in the wrong location
 - Employee(s) was paid via incorrect earning codes
 - Employee(s) were paid, and therefore taxed, against the wrong location
 - Employee(s) were assigned incorrect deduction / benefit codes or deduction / benefit amounts
 - Employee(s) were included in a pay run that should not have been
- What this tool is not: This tool is incredibly useful to remediate individual pay run based errors. However, it does not meet every use case. Consider the below as situations where this tool may not be the correct solution alongside the options to consider:
 - **Scenario:** Employee(s) were underpaid or not included in a prior pay run
 - Proposed Solution: Create a Special Pay Run and include the missed employees or add the additional earnings that were not included in prior runs
 - **Scenario:** Looking to edit, remove, or add a tax that was not pulled in the original run and is NOT a result of other changes in the adjustments (i.e. location changes)
 - Proposed Solution: This tool should not be used to adjust specific taxes or tax amounts. Taxes can and will change based on resulting input changes, but the tool is not meant to edit the resulting taxes into the numbers the user desired. This practice is typically advised against, but in rare scenarios the client should contact support for assistance via the *Manual Transactions Tool*
 - Scenario: Making subject wage adjustments at quarter end
 - Proposed Solution: Contact Support for assistance. The representatives can utilize the *Manual Transactions Tool* or request next level support assistance.

• Will I, as the reader, benefit from this feature?

- If you have a business that often receives last minute, or post pay run timesheet submissions (i.e. staffing)
- If you have complicated benefits or deductions and / or tiered models that require great attention (these setups are more prone to mistakes)

- If you have a commission-based businesses or sales models that will pay monies in advance and need to remediate later
- Who can use this feature? This will be rolled out to pilot clients for a short period. The full rollout will be dependent on received feedback or required changes. Upon request, this feature can be turned on for your workspace at any time.

neck Date: 08/23/2022 Pay Per	iod: 08/08/2022 - 08/12/2022	Continue Pay Run						
Progress: MONTHLY 08/31/2022 - Adjustme heck Date: 08/24/2022 Pay Per	nt (Adjustment) iod: 07/14/2022 - 08/14/2022	Continue Pay Run	Last Payroll					
Jpcoming Pay Runs					Check Date: Pay Period:	09/01/2022 08/21/2022 - 08/27/2022		
WEEKLY	Check Date: 08/25/2022	Pay Period: 08/14/2022 08/20/2022		\$ 3,938.	78	vyee Net Pay: vyee Taxes: vyer Taxes: ite:	\$ 1.19 \$ 71 \$ 28 \$ 15	1.55 1.48 99.74
BIWEEKLY	Check Date: 08/25/2022	Pay Period: 08/07/2022 08/20/2022			Dedus	itions:	\$ 1.19	3.51 Viev
Other Payroll Actions			Recent Pay Ru	ins				
Run Special Payroll		Reports	Check Date	Туре	Name	Cost		
Calculators		Void Charles	09/01/2022	Scheduled	WEEKLY 09/01/2022	\$ 3.938.78	Adjust	v
Concentrations		Cond Schedula	08/31/2022	Scheduled	MONTHLY 08/31/2022	\$ 143.145.13	Adjust	v
0			08/27/2022	Special	Second LM Adj Test	\$ 33,112.48	Adjust	V
Generate ACH Prenote								4

Starting an Adjustment Pay Run:

The Adjustment Triage Step:

u selected MONTHLY 08/31/2022 (Scheduled) for adjustment.	
'hat do you need to change?	
I Underpaid wages	
(Overpaid wages	
i Void or cancel a check	
, Employee paid in wrong location (affecting minimum wage or taxes)	
) Adjust benefit or deduction code	
s Specific manual adjustment (potentially affecting taxes)	
Adjust Payrun	

Selecting the Employees to include in the Adjustment:

Filter Table			.,		
Employee ID 11	Employee Name ==	Department 11	Class 11	Division 14	
ANHDF001	DEBBIE FOLKS	Department A	CLASSA		
ANHDW001	DAGOBERT WIECZOREK	Department A	CLASSA		
AFSFM001	FALLON MESSICK	Department A	CLASSA		
AFSPO001	PICERIOUS OGREN	Department A	CLASSA		
AFSTW001	TIRION WESTBROOKS	Department B	CLASSB		

Adjustment Pay Run - Hours & Earnings Step:

	EKLY 09/01/2022	2 - Adjustment (A	Adjustment)	Check Date: 0	0/01/2022 Edit inf	o Pay Per	iod: 08/21/2022 - 08/2	7/2022	Original Pay F	un: WEEKLY 09/0	1/2022 (Scheduled)		Cancel Pay Ru
Emp	loyees	⊘	lours & Earnings	2	Deduction	15 (3) Benefits	5	4	Arrears	5	Review Adjustments	6
Pay field.	ives nouis and pay rate	+ Add Ho	urs & Earnings	Refresh	Total Hours: 40.00 Last Pay Run: 40.00 hours	Compare	or owney invegration, you can buik	uplide nours or	manuary and employees	o complete una payrun. n	ou can overnue any employe	es earnings by envening the outariear	
	Employee ID 11	Employee Name	Earning Code 11	Position 11	Department II	Location 11	Work Period =	Hours 11	Minutes 11	Pay Rate =		Gross Pay 11	
	ANHDF001	DEBBIE FOLKS	BONUS	Position A •	Department A 🔹	Alaska Work Loca 💌	08/20/2022 - 08/27/2022 -	0			\$ 1.500.00 fixed	\$ 1.500.00	8
0	AFSFM001	FALLON MESSICK	SALARY 2	Position A part 2 •	Department A 💌	Massachusetts W 💌	08/20/2022 - 08/27/2022 -	40	0		\$ 50.000.00 per year	\$ 961.54	8
al Entries: 2													

<u> Adjustment Pay Run – Review:</u>

and submit your payroll for this period. If any changes are required to properly calculate this payrun, you may go back to any prior step and update any necessary fields. To override any calculated values for submission on this payrun, click edit I Employees: 1 Fitter Table Adjustments: 1 Paper Paycheck: 0 Direct Deposit: 1 Change	it to enter the desired final values. Please note th	at once you have clicked Submit, you will
I Employees: 1 Total Wage Repayment Arrearrs: -204.01 Filter Toble Adjustments: 1 Paper Psycheck: 0 Direct Deposit: 1 Change		
Fiber Table Adjustments: 1 Paper Paycheck: 0 Direct Deposit: 1 Change		
Filter Table Adjustments: 1 Paper Paycheck: 0 Direct Deposit: 1 Change		
Filter Table Adjustments: 1 Paper Paycheck: 0 Direct Deposit: 1 Change		
Result Type II Employee ID II Employee Name II Hours II Minutes II Gross Pay II Taxable Wages II Standard Deductions Wage Repayment Employee Ta Deduction II	axes 🕖 🗉 Net Pay 🗉 🛛 Benefits Te	otal 🗉 Employer Taxes 🕖 🗉 V
Adjustment ANHDF001 DEBBIE FOLKS 25 0 \$ 850.00 \$ 0.00 \$ 204.01 \$ 225.32	\$ 420.67 \$ 0.00	\$ 65.02 V
Desired ANHDF001 DEBBIE FOLKS 50 0 \$ 2,625.00 \$ 2,000 \$ 0.00 \$ 60.00 \$ 697.13	\$ 1,907.87 \$ 0.00	\$ 199.28
Original ANHDP001 DEBBIE FOLKS 25 0 \$ 2,062.50 \$ 2,000 \$ 0.00 \$ 555.30	\$ 1,487.20 \$ 0.00	\$ 156.26
Prior Adjustment ANHDF001 DEBBIE FOLKS 0 0 -\$ 37.50 -\$ 37.50 \$ 0.00 -\$ 28.06 -\$ 9.44	\$ 0.00 \$ 0.00	-\$ 2.88
Prior Adjustment ANHDF001 DEBBIE FOLKS 0 0 -\$ 250.00 -\$ 250.00 \$ 0.00 -\$ 175.95 -\$ 74.05	\$ 0.00 \$ 0.00	-\$ 19.12

Navigation:

Adjustment Pay Run: Greenshadesonline.com > Payroll Tab >Recent Pay Runs >Adjust

Enhanced Feature - Pay Run Wizard: Combined Hours & Earnings (Initial Rollout)

- Feature Description: With the goal of creating a more fluid and comprehensive Pay Run Experience, Greenshades has combined the Hours and Earnings stages of the Pay Run Wizard. The user interface and imports have all been updated to operate via a single page or import respectively
- Key Feature Information: This combined view will be the new standard for the product moving forward. That said, for the coming months, Greenshades will continue to support the ability to import this data in the historical format of Hours and Earnings as separate files. Once the change has gone live, if this separation is required to maintain smooth operation for your business, you may request to keep the separated import option. In addition, this change has added some other improvements found below
 - Active clients that receive this combined functionality will be provided both separated and combined import options at first
 - All newly onboarded clients will be provided the combined Hours & Earnings functionality / import only
 - One row in the interface no longer implies one employee. Each row in the new wizard will indicate a single work week (7 days)
 - The Hours compare tool has been visually reworked
- Will I, as the reader, benefit from this feature?
 - All clients should benefit from this change as the new functionality will present a more fluid and straightforward management of employee hours / earnings.
 - This change is specifically impactful for users looking to import a single file for Hours & Earnings or clients that are accustomed to managing this data in one place or table (common in many other HCM systems)
- Who can use this feature? This will be rolled out to pilot clients for a short period. The full
 rollout will be dependent on received feedback or required changes. Upon request, this feature
 can be turned on for your workspace at any time.

Standard Hours Step (separated from earnings):

y Run: BIWEE	EKLY 08/26/2022 (Se	cheduled)	Check Date: 08	8/26/2022	Pa	y Period: 08/07/2022	08/20/2022				Cancel Pay Ru
Employee	n 🖌	Hours	Earnings	O	eductions (4)	Benefits	(5)	Arrears	6	Review & Subn	nit 7
iew your employees'	hours for this pay period. If you	ar employees' hours have not been imported via	a the Greenshades Timesheets module or othe	er integration, you can bulk upload I	nours or manually add employees to cor	mplete this payrun.					
	7 Total Employees		3 Unique Ho	ours Codes		385.00 Last Pa Total Hours	Run: 0.00 (+385.00 hours)			Com	pare to Last Payroll
Q Filter Table	+	Add Hours C ⁴ Refresh Timesh	eets O								B
Filter Table	+ Employee ID =	Add Hours C Refresh Timesh	eets Earning Code =	Pay Stub Name 🕫	Position 11	Department =	Location		Hours 11	Minutes 11	ŀ
 Filter Table 	Employee ID = 41742	Add Hours C Refresh Timesh Employee Name 1 Wort change	eets • Earning Code =	Pay Stub Name III	Position # 0109	Department =	Location		Hours II	Minutes H	B
 Fiter Table O O 	Employee ID = 41742 41742	Add Hours C* Refresh Timesh Employee Name # Wort change Wort change	eets Earning Code # INCN HOURLY	Pay Stub Name III DICN MOURLY	Position # 0109 0109	Department =	Location v test1 v test1		Hours 14	Minutes H	B 8

New Hours & Earnings combination:

Payroll												
Pay Run: Bl	WEEKLY 09/08/20	22 (Scheduled)		Che	eck Date: 09/08/2	022	Paj	Period: 08/21/2022	09/03/2022			Cancel Pay Run
Em	ployees	\odot	Hours & Earnings	2	Deductio	ons 3	Benefit	• (4)	Arrears	5	Review & Submit	6
Review your emplo	yees' hours and pay rate fo	r all earnings in this pay perior	d. If your employees' hours h	ave not been imported via	a the Greenshades Timeshee	ts module or other integration, ye	ou can bulk upload hours or man.	ally add employees to complete t	his payrun. You can override any en	ployee's earnings by entering the total earn	ing amount in the Gross Pay field.	
Q Filter Tabl	£	+ Add Hours & E	arnings 🗸 🗸 Refr	esh Last Pay Run	n: 80.00 hours Compar	e						Ð
	Employee ID #	Employee Name 11	Earning Code #	Position #	Department #	Location 11	Work Period 11	Hours # Mir	nutes II Pay Rate II	G	ross Pay 11	
Θ	ANHKR001	KADIJA RUTKOWSKI	SALARY	Position A	▼ Department A	♥ Wisconsin Work Locz ♥	08/16/2022 - 08/23/2022 -	13	20	\$ 52,000.00 per year	\$ 333.33	8
•	ANHKR001	KADIJA RUTKOWSKI	SALARY	Position A	▼ Department A	▼ Wisconsin Work Locz ▼	08/23/2022 - 08/30/2022 -	40	0	\$ 52,000.00 per year	\$ 1,000.00	
Θ	ANHKR001	KADIJA RUTKOWSKI	SALARY	Position A	♥ Department A	♥ Wisconsin Work Loc₂ ♥	08/30/2022 - 09/06/2022 -	26	40	\$ 52,000.00 per year	\$ 666.67	8

Adding earnings via the new Hours & Earnings combination:

3/2022 (Scheduled)	Check D	ate: 09/08/2022		Pay Pe	eriod: 08/21/2022 - 09	/03/2022		
Hours & Earnings	2	Deductions	3	Benefits	4	Arrears	5	Review & Sub
ate for all earnings in this pay period. If your employees' hours have Add Earnings	a not been imported via the Gre Add Details Add details to the select	enshades Timesheets mod	ule or other integration, you can buik	upload hours or manually a	add employees to complete this p	yrun. You can override any employee	is earnings by entering the total e	earning amount in the Gross
Add Employees	Employee ID ==	Employee Name II	Earning Code II Position II	Department II L	ocation II Work Period I	Hours II Minutes II	Pay Rate 11	
Select Codes	AFSNY001	Nancy Yeaker	HIGHER HOUR - Position A	Department D	Alabama Wo - 08/23/2022	40 0	\$ 50.00 per hour	×
Add Details	Apply this earning o	ode to current and fut	ure payruns? (active employees)	only)				
	Previous Cancel							Save
		_		_	_		_	_

Navigation: Combined Hours & Earnings Step: Payroll Tab > Open Pay Run > Hours & Earnings

New Page - Employee Information: Payroll Arrears Page (Initial Rollout)

- **Feature Description:** A new page has been added to the employee card to view arrears balances and their history of changes. This page is for informational and viewing purposes only. Its need is primarily a result of the Wage Repayment Arrears that will surface via negative net earnings submitted by an *Adjustment Pay Run*.
- **Key Feature Information:** This page accessible at a per employee view. As a result, this page will not replace arrears reports for the purpose of reviewing arrears across the entire Workspace / Company.

- Will I, as the reader, benefit from this feature? All clients can benefit from this page since it is not a change to functionality, but a new page that will assist in making arrear information more visible and well understood
- Who can use this feature? This will be rolled out to pilot clients for a short period. The full rollout will be dependent on received feedback or required changes. Upon request, this feature can be turned on for your workspace at any time.

New Arrears Page:

	DEBBIE FOLKS Digital Employee Folder	+ Back to Employe	e list						
	This screen shows current b	palance and history for Emp alance arrears	sloyee Arrears, which are amounts owed to an employer as a	result of a pay run miscalculation. To change that w	ay that arrears are generated,	edit the configuration of the under	lying deduction, benefit, or	tax code from the Payroll Codes	page.
	Q Filter Table								
mployment	:: Code	⇒Туре	Repayment Option	u Date	Source	= Check Number	1: Change	:: Balance	
Personal	Wage Repayment 🗿	Deduction	Full	08/24/2022	Payrun	1634	-\$ 73.87	\$ 73.87	
				08/22/2022	Payrun	1633	\$ 121.61	5 82.40	
ayroll				08/22/2022	Payrun	1631	\$ 100.00	\$ 104.01	
x Parameters				08/22/2022	Payrun	1626	-\$ 204.01	\$ 204.01	
rrears				08/22/2022	Payrun	1625	-\$ 28.06	\$ 28.06	
an Ellasar	Fixed	Deduction	Full	08/22/2022	Payrup	1633	\$ 20.00	\$ 0.00	

Wage Repayment Help Text:



Navigation:

Payroll Arrears Page: Greenshadesonline.com > Employees Tab > Select an Employee > Payroll > Arrears

New Feature - Pay Run Wizard: Show GL Preview at the Review and Submit step

• Feature Description: A new option has been added to the *Review and Submit* step of the Pay Run wizard to allow users to see the GL transactions that will be produced from completing the current Pay Run. Clicking the link Labeled "Preview General Ledger" will present users with all pending GL transactions so that they can review and confirm that the transactions data, as well as their current account mappings, are correct before submitting the Pay Run.

- **Key Feature Information:** Note that there is intentionally no ability to download or export this information since these transactions have NOT actually occurred until after payroll submission. Exporting this data before actual creation would lead to falsified and incorrect accounting.
- Will I, as the reader, benefit from this feature? All clients that Utilize the Greenshades General Ledger post pay run can and should benefit from this feature. It is advised for your practitioner to review these transactions before the submission of every pay run
- Who can use this feature? This feature is live for all clients

Employees \checkmark \checkmark Earnings Deductio Hours Review and submit your payroll for this period. If any changes are required to properly calculate this pay run, you may go back to any prior step and update any necessary field undo or cancel this pay run. Total Employees: 14 Estimated Total Cost: \$ 13,216.11 Earnings BONUS: \$ 125.00 FFCRA SICK: \$ 0.00 HOURLY 2: \$ 0.00 OT: \$ 0.00 SALARY: \$ 12,000.00 SALARY PTO: \$ 0.00 Deductions Banks: \$ 48.63 401K: \$ 0.00 HEALTH EF: \$ 0.00 HEALTH EO: \$ 25.00 HSA Deduction Catchup: \$ 0.00 HSA FAMILY: \$ 50.00 Standard Deduction: \$ 0.00 Benefits HEALTH EO: \$ 25.00 HSA Benefit: \$ 0.00 HSA FAMILY: \$ 25.00 Standard Benefit: \$ 25.00 Other Taxes Q Filter Table... Total Employees: 14 | Paper Paycheck: 11 Direct Deposit: 3 Change Preview General Ledger

Accessing the General Ledger Preview:

The General Ledger Preview:

Employees	The data shown is for	informational purposes	only and cannot be expo	rted as these transactions	are not generated until	payroll is submitted.	Name	Value	21	wiew 82	Submit 6	
	Account Number 10	Account Name III	Debit n	Credit #	Employee ID II	Check Date II	Associat Tuno	Evenena	-14			×
ind submit your payroll for this pe	10009	Benefit 5	\$ 0.00	\$ 15.00	AFHEW001	07/17/2022	Account type	Experise	View Details	Cicked Su	amit, you will be una	
cancel this pay run.	10009	Benefit 5	\$ 15.00	\$ 0.00	AFHEW001	07/17/2022	Employee Name	Ezes Test 232323	View Details			
	10009	Benefit 5	\$ 0.00	\$ 1.00	AFHEW001	07/17/2022	Check Number		View Details			
Info: 91 employees in this pay n	10009	Benefit 5	\$ 1.00	\$ 0.00	AFHEW001	07/17/2022	Code Name	GTL	View Details			
	10009	Benefit 5	\$ 0.00	\$ 52.00	AFHEW001	07/17/2022	Code Type	Benefit	View Details			
molowees 107	10009	Benefit 5	\$ 52.00	\$ 0.00	AFHEW001	07/17/2022	P-10.0.2.		 View Details 			
de	10009	Benefit 5	\$ 0.00	5 48.08	AFHEW001	07/17/2022			View Details			
IUS: \$ 40.00	10009	Benefit 5	\$ 48.08	\$ 0.00	AFHEW001	07/17/2022	Benefit	View Dimensions	View Details			
G SALARY: \$ 1,442.31	10009	Benefit 5	\$ 0.00	\$ 5.00	AFHEW001	07/17/2022	Benefit	View Dimensions	View Details			
JRLY SHIFT DIF: \$ 0.00	10009	Benefit 5	\$ 5.00	\$ 0.00	AFHEW001	07/17/2022	Benefit	View Dimensions	View Details			
ARY (FFCRA DEP CARE): \$ 0.00	10009	Benefit 5	\$ 0.00	\$ 10.00	AFHEW001	07/17/2022	Benefit	View Dimensions	View Details			
plemental Example: 5 0.00	10009	Benefit 5	\$ 10.00	\$ 0.00	AFHEW001	07/17/2022	Benefit	View Dimensions	View Details			
tions	10009	Benefit 5	\$ 0.00	\$ 31.20	AFHKE001	07/17/2022	Benefit	View Dimensions	View Details			
\$ 50.00	10009	Benefit 5	\$ 31.20	\$ 0.00	AFHKE001	07/17/2022	Benefit	View Dimensions	View Details			
	10009	Benefit 5	\$ 0.00	\$ 20.80	AFHKE001	07/17/2022	Benefit	View Dimensions	View Details			
Number: \$ 12.00	10009	Benefit 5	\$ 20.80	\$ 0.00	AFHKE001	07/17/2022	Benefit	View Dimensions	View Details			
nn Fam EF: \$ 5.00	10009	Benefit 5	\$ 0.00	\$ 5.00	AFSAE001	07/17/2022	Benefit	View Dimensions	View Details			
	10009	Benefit 5	\$ 5.00	\$ 0.00	AFSAE001	07/17/2022	Benefit	View Dimensions	View Details			
	10009	Benefit 5	\$ 0.00	\$ 10.00	AFSAE001	07/17/2022	Benefit	View Dimensions	View Details			
	10009	Benefit 5	\$ 10.00	\$ 0.00	AFSAE001	07/17/2022	Benefit	View Dimensions	View Details			
	10009	Benefit 5	\$ 0.00	\$ 52.00	AFSBK001	07/17/2022	Senefit	View Dimensions	View Details		±	B
	10009	Benefit 5	\$ 52.00	\$ 0.00	AFSBK001	07/17/2022	Benefit	View Dimensions	View Details			
Employee ID	*****	a		* ** **		*****		640	10	wes a	View Payste	ub
AFHEW001												
AFHKE001										Close		
									-			
AFSAEDOT	AVeryl onglastNameThatiH	20 0	\$ 1,090.00	\$ 1,090.00	\$ 902.00	\$ 115.	44 \$	72.56 5-1	5.00	\$ 71.38	View Paystuk	12

General Ledger Preview: Greenshadesonline.com > Payroll > Open Pay Run > Review & Submit > Preview General Ledger

Recent Updates 8/3/2022 GREENSHADES ONLINE PAYROLL

New Feature - New Employee Fields: Custom Fields

- Feature Description: The list of standard employment information is important for all Greenshades clients; however, these fields do not provide any flexibility in the form of custom identification to meet client specific business needs. Many clients require information such as: Company specific IDs, noteworthy dates, operational qualifiers, and more that are very specific to their own operations that would not be useful to other Greenshades clients. To provide these clients a more personalized employee set up experience that can solve this explained pain point, we are introducing Custom Fields. These fields will provide clients the ability to define their own list of identifiers that directly relate to all, or even a subset, of their employees. The fields will serve as way for our clients to define a level of employee identification beyond standard HCM qualifiers.
- Additional Information: Custom Fields, by nature of them being client specific, are used as identifiers for informational purposes only. These fields are not meant to be controllers or

inputs for Greenshades products. Moreover, this feature should **not** be thought of as a "one size fits all" solution for adding to the data types that Greenshades maintains and supports. The below pieces of information will assist in creating a better definition of what these fields are used for:

- Common use cases for Custom Fields:
 - Maintaining Unique company IDs
 - Tracking important employee level dates (i.e. tenure)
 - Adding additional contact information (i.e. phone numbers or addresses)
 - Assigning business specific notations for employee achievements, operations, or feats
- How Custom Fields are managed:
 - Custom Fields are a function of Greenshades Online (GO) and are controlled at the client Administrator level
 - Custom Fields are not controlled by or viewable at the employee level or via Green Employee (GE)
 - The Custom Field's value assigned against their employees can be managed in bulk or one at a time through the Custom Fields settings or in the employee profile
- Reporting on Custom Fields:
 - HR or Payroll level Reports will NOT automatically pull in Custom Fields as additional columns
 - Reporting will be expanded on a one-by-one basis, or as requested, to have these new fields as an included set of data points
- Who will benefit from this feature? Any client, payroll or not, that is looking to expand their employee information with additional dates, IDs, or other piece of information about the EEs employment
- Who can use this feature? This will be rolled out to early access clients for a short period. The full rollout will be dependent on received feedback or required changes. Upon request, this feature can be turned on for your workspace at any time.

New Custom Fields Page:

Custom Fields M	anagement		
	Custom Fields		
Company Info	Like custom fields to supplement data in profile.		
Access Settings	Fiter Table Q + Add Custom Field		🕒 Manage employee dat
Payroll	Field name 11	Type [What's this?] II	
	Age	integer	0
Employee Services	Graduation Date	date	0
employee services	Anniversary	date	0
Welcome and Home	boolean	boolean	0
	date	date	1
New Hire Onboarding	date and time	dateTime	<u> </u>
Timesheets	decimal	decimal	<u> </u>
	dolar	dollar	0
Benefits	whole number int	integer	0
and the second	percent	percentage	0
ay History	text	text	0
Evaluation	multine	textMultine	
	ls Smoker	boolean	
-9	enum	enum	
vnense Renorts	KIZ Internet	boolean	
openae neporta	Lat or items	enum	•
ertification Management			
HR Document Library			
Direct Deposit			
N-4			
Profile			
Custom Fields	1		
Organization Chart	a 1		
ime Clock Kiosk			
Time Off Policies			

Setting up a new custom field:

ield name	
Age	
ype	
Whole number [Integer]	\sim
A decimal that ends with a percent (%) sign	•
Whole number [Integer]	
Any whole number	
List items (Enum)	۰.
List items [Linuin]	

Managing Assignments:

r Table	Q + Add Outtom Field		D. Managa amplayaa data
	4 PAGE COSTON THEIR		Ge manage employee data
eld name 11		Type [What's this?] 11	
pe		integer	a
raduation Date		date	1 E
niversary		date	İ
Jolean			1
te	Bulk manage	Export Custom Fields data ×	1
te and time	Custom Fields		<u> </u>
cimal		Use this wizard to export data for all employees, make your updates, and then import back in to Greenshades. We recommend you do this all in the same session so you avoid arcidentally overwriting any data newer than your	(
ilar	Export Custom Fields data	download.	0
hole number int	Caport Caston ricks data	(Doumland	<u> </u>
ircent	Import updated data	C Download	0
xt			0
ultiline		 Info: Custom Heids data downloaded. Update custom-heids-template.xisx with your changes and then select "Next". 	0
Smoker			0
um			0
itz			0
st of items			0
		Cancel Next	

Employee Id	Age	Graduation Date	Anniversary	boolean	date	date and time	decimal	dollar	whole number int	percent	text
AFHEW001	24	6/8/2022 12:00:00 AM	6/17/2022 12:00:00 AN	True	6/2/2022 12:00:00 AM	4/15/2021 08:00:00 AN	1.258757	\$2432.56	515	22.84%	some text
AFHKE001	20	6/15/2022 12:00:00 AN	1/23/2020 12:00:00 AN	True	6/24/2022 12:00:00 AN	3/24/2022 09:09:00 AN	2.545754	\$2845.43	567	22.8%	words are real
AFSBA001	7	3/22/2022 12:00:00 AN	6/15/2022 12:00:00 AN		6/15/2022 12:00:00 AN	3/22/2022 12:00:00 AN					
ANHCB001	24		6/17/2022 12:00:00 AN	True	6/2/2022 12:00:00 AM		1.258757	\$2432.56		22.84%	some text

Custom Fields inside the Employee Information section:



Custom Fields Setup / Settings: Greenshadesonline.com > Settings Tab > Employee Services > Custom Fields

Custom Fields Individual Employee Management: Greenshadesonline.com > Employees Tab > Employment > Information

Enhanced Feature - New Payroll Settings: Expanded Garnishments Options

- **Background:** Payroll client's required additional qualifiers and rules to properly handle Garnishment orders. Up until now the Greenshades solution supported basic functionality but could benefit from additional fields to control the way clients can start, stop, and identify Garnishment orders against their EEs.
- What's new? The below fields have been added to expand our Garnishment functionality:
 - **Start Date (Required):** This date will be used to determine when payrolls will start to include the Garnishment against the EE.

- **End date of Garnishment (Optional):** New option to stop the Garnishment after a desired point in time (day).
- Agency Name (Required): Identifier to track the federal agency who issued the Garnishment.
- **Total Amount (Optional):** The summed amount to collect before the Garnishment is stopped. This halt will take priority over end date.
- Note: The above options have been added to **all** Garnishment types. The one exception is that Total Amount has not added to Child Support as it is not applicable.

Previously: Bankruptcy Garnishments Setup:

Order Date	MM/DD 0000	
Order Date		
Case Number		
State	•	
Paystub Name		
Withholding Calculation	Percentage of Disposable Income 3	
	○ Fixed Amount	
Amount to Withhold	per Pay Period	

Now: Bankruptcy Garnishments Setup:

Bankruptcy Garnishme	ent			
Order Date	MM/DD/YYYY	e de la company de		
Start Date	MM/DD/YYYY up until this dat	this date including any run the in its Pay Period range.	at has	
End Date	MM/DD/YYYY	. 0	_	
Agency Name				
Case Number				
State		•	- 81	
Paystub Name			- 81	
Withholding Calculation	Percentage of Disposable	le Income 🟮	- 81	
	O Fixed Amount			
Amount to Withhold		per Pay Period		
Total Amount				
			_	
Previous			Save	
Trendus			Save	
Urger Late				_
	, ,	The Garnishm	ent will be wit	hheld in pay run/s
		up until this da	te including a	ny run that has
Start Date	MM/DD/YYYY	this date in its	Pay Period ra	nge.
5 1 D 1				

Garnishment Assignments: Greenshadesonline.com > Employees > Select an Employee > Payroll Section > Codes > Garnishments Section > Add Garnishment or Edit existing Garnishment

Enhanced Feature - New Garnishments Details and Updated Summary Reports

- **Background:** Garnishments maintained very minimal reporting information against them and the options to view their data was limited. The Garnishment withholding themselves could be tracked on a transactional basis, but not at a summary level across all Employees. Importantly, users did not have a summary level of data to show requesting parties the targeted totals and remaining amounts of the Garnishment.
- What's new? With the addition of the new Garnishment fields, new and updated reports have been made available for all users. The product now supports a detailed report to show Garnishments at a transactional level (Details Report) and to show them a summary of their current state across all their EEs in the system ("Summary Report"). Lastly, the employee code setup view will show the remaining balance for Garnishments with targeted "Total amounts".

Garnishments Details Report (UPDATED):

Last 30 Days	The Garnishm	ent Details Report shi	ons your gamishments fo	or the selected time	period or pay run.								
) Year to Date	Date Range:	06/29/2022 - 07/29/2	022										
) Select Quarter													
Custom Date Range	The second second												
) Select Pay Run	Q. Filter Table												0
	Check Date =	Employee ID 11	Employee Name	Case Number 9	Agency Name 👘	Order Date =	Start Date 🗉	End Date =	State 11	Amount u	Starting Balance	Remaining Balance II	
	07/29/2022	AFHEW001	Ezes Test 232323	CASE A2824		Fri Jan 01 2021 00:00	Fri Jan 01 2021 00:0	(Sun Dec 31 0000 23	AK	\$ 268.34	0	0	
	07/29/2022	AFSAE001	ARTHUR AVeryLangL	1985		Wed Mar 11 2020 00	Wed Mar 11 2020 0	Sun Dec 31 0000 23	FED	\$ 16.00	0	0	
	07/29/2022	AFSAE001	ARTHUR AVeryLongL	FED		Fri May 01 2020 00.0	Fri May 01 2020 004	5 Sun Dec 31 0000 23	FED	\$ 40.00	:0	0	
	07/29/2022	AFSAE001	ARTHUR AVeryLong	FED not Tax		Wed Jan 01 2020 00:	Wed Jan 01 2020 00	Sun Dec 31 0000 23	FED	\$ 50.00	0	0	
	07/28/2022	AF58K001	BOWMANE ABCDE	BANKS		Fri Oct 02 2020 00:00	Fri Oct 02 2020 00:0	Sun Dec 31 0000 23	DE	\$ 0.00	0	0	
	07/28/2022	AFS8K001	BOWMANE ABCDE	CHILD GARNs		Thu Feb 11 2021 00/	Thu Feb 11 2021 00	1 Sun Dec 31 0000 23	CA	\$ 0.00	0	0	
	07/28/2022	AFSFM001	FALLON MESSICK	CHILD SUPP		Sat Aug 01 2020 006	Sat Aug 01 2020 00:	Sun Dec 31 0000 23	FL.	\$ 300.00	.0	0	
	07/28/2022	AFSGF001	GIUSEPPINA FONT	A123		Sat May 01 2021 00:	Set May 01 2021 00	1 Sun Dec 31 0000 23	AX	\$ 0.00	0	0	
	07/28/2022	AFSGF001	GIUSEPPINA FONT	A234		Tue Jun 01 2021 00:0	Tue Jun 01 2021 00:	Sun Dec 31 0000 23	AL,	\$ 0.00	0	0	
	07/28/2022	AFSGF001	GIUSEPPINA FONT	FED TAX		Sat Aug 01 2020 005	Sat Aug 01 2020 00:	Sun Dec 31 0000 23	FED	\$ 0.00	0	0	
	07/28/2022	AFSH001	HARLEIGH SPOPHN	STUD LOAN		Sat Aug 01 2020 001	Sat Aug 01 2020 00:	(Sun Dec 31 0000 23	FED	\$ 285.92	0	0	
	07/28/2022	AFSHF001	HOLDA FEKETE	STATE FL		Set Aug 01 2020 005	Sat Aug 01 2020 00:	(Sun Dec 31 0000 23	- FL	\$ 0.00	0	0	
	07/28/2022	AFSHT001	HARTWIN TERRONE	OTHER FED		Sat Aug 01 2020 005	Sat Aug 01 2020 00:	Sun Dec 31 0000 23	FED	\$ 0.00	0	0	
	07/28/2022	AF5KS001	KEMBLE STEFFEY	StwithCSPercent		Wed Jan 01 2020 00:	Wed Jan 01 2020 00	: Sun Dec 31 6000 23	FED	\$ 0.00	0	0	
	06/30/2022	AFSWJ001	WYBER JASPER	ChildGam		Tue May 31 2022 00:	Tue May 31 2022 00	5 Sun Dec 31 0000 23	AL	\$ 0.04	0	0	
	05/30/2022	AFSWJ001	WYBER JASPER	Bankrupt		Tue May 31 2022 00	Tue May 31 2022 00	Sun Dec 31 0000 23	AL	\$ 1.00	0	0	
	06/30/2022	AF5WJ001	WYBER JASPER	ChildGam		Tue May 31 2022 00:	Tue May 31 2022 00	t Sun Dec 31 0000 23	AL	\$ 1.00	0	0	
	06/30/2022	AFSWJ001	WYBER JASPER	TaxLevy		Tue May 31 2022 00.	Tue May 31 2022 00	1 Sun Dec 31 0000 23	FED	\$ 1.00	0	0	
	06/30/2022	AFSWJ001	WYBER JASPER	OtherFed		Tue May 31 2022 00	Tue May 31 2022 00	t Sun Dec 31 0000 23	FED	\$ 1.00	0	0	
	06/30/2022	AFSWJ001	WYBER JASPER	StateGam		Tue May 31 2022 00.	Tue May 31 2022 00	5un Dec 31 0000 23	AL	\$ 1.00	0	0	
	06/30/2022	AFSWJ001	WYBER JASPER	Student		Tue May 31 2022 00:	Tue May 31 2022 00	t Sun Dec 31 0000 23	FED	\$ 1.00	0	0	
	06/30/2022	APSWJ001	WYBER JASPER	ChildGam		Tue May 31 2022 00	Tue May 31 2022 00	5un Dec 31 0000 23	AL	\$ 4.08	0	0	
		APPEARIANS	HANNER LANDER	PE 1.14		P. 11 31.5555.86	* 14 SA ADARA	A		4.4.10		A	

Garnishments Summary Report (NEW):

Q Filter Table								₿
Employee ID 11	Employee Name	Case Number II	Agency Name II	Туре 🗉	State 11	Starting Balance II	Remaining Balance	
AFHEW001	Ezes Test 232323	CASE A2824		ChildSupport	AK	0	0	-
AFSAE001	ARTHUR AVeryLongLastNameTh	atiHopelsC 1985		StudentLoan	FED	0	0	
AFSAE001	ARTHUR AVeryLongLastNameTh	atlHopeIsG FED		FederalTaxLevy	FED	0	0	_
AFSAE001	ARTHUR AVeryLongLastNameTh	atiHopels© FED not Tax		StudentLoan	FED	0	0	
AFSBK001	BOWMANE ABCDE	CHILD GARNs		ChildSupport	CA	0	0	_
AFSBK001	BOWMANE ABCDE	BANKS		Bankruptcy	DE	0	0	
AFSES001	Potaeto STURDIVANT	CHILDSUPPORTFL		ChildSupport	FL.	0	0	_
AFSES001	Potaeto STURDIVANT	FEDERALTAXLEVY		FederalTaxLevy	FED	0	0	
AFSES001	Potaeto STURDIVANT	STUDENTLOAN		StudentLoan	FED	0	0	_
AFSFM001	FALLON MESSICK	CHILD SUPP		ChildSupport	FL.	0	0	
AFSGF001	GIUSEPPINA FONT	FED TAX		FederalTaxLevy	FED	0	0	_
AFSGF001	GIUSEPPINA FONT	A123		ChildSupport	AK	0	0	
AFSGF001	GIUSEPPINA FONT	A234		ChildSupport	AL	0	0	_
AFSH001	HARLEIGH SPOPHN	STUD LOAN		StudentLoan	FED	0	0	
AFSHF001	HOLDA FEKETE	STATE FL		StateWage	FL.	0	0	_
AFSHT001	HARTWIN TERRONES	OTHER FED		OtherFederal	FED	0	0	
AFSKS001	KEMBLE STEFFEY	SLwithCSPercent		StudentLoan	FED	0	0	_
AFSWJ001	WYBER JASPER	ChildGarn		ChildSupport	AL	0	0	
AFSWJ001	WYBER JASPER	Bankrupt		Bankruptcy	AL	0	0	_
AFSWJ001	WYBER JASPER	TaxLevy		FederalTaxLevy	FED	0	0	
AFSWJ001	WYBER JASPER	Student		StudentLoan	FED	0	0	
AFSWJ001	WYBER JASPER	StateGarn		StateWage	AL	0	0	
	1110000 1100000	600 C 1		A		^		

Navigation:

View the Garnishment Reports: Greenshadesonline.com > Reports > Garnishment Details Report or Garnishments Summary Report

Recent Updates 7/27/2022

GREENSHADES ONLINE PAYROLL

New Feature - New Admin Access Level: Limited Payroll Admins

- Feature Description: A new admin level, known as a Limited Payroll Admin, will provide the user the ability to manage and run payroll in a restricted format for only their assigned subset of employees. These Admins are limited, which by Greenshades definition, indicates that they will not have access to change larger workspace level settings or view the information of employees outside of their assignment. The assignment of specific employees will be at a group level, which is defined by a variety of category options (i.e. department, position, location, etc.).
- Limited Payroll Admin access to each module of Greenshades Online:
 - Setting controls:
 - Will **not** have access to workspace level control settings (i.e. *Company information* and *Access Settings*)
 - Will **not** be able to change workspace level Payroll settings (i.e. code settings, GL mappings, Schedule settings)
 - Will be able to configure certain employee settings for employees that they manage
 - Will be able to manage notifications
 - Employee controls:
 - Will be able to edit personal and employment information about employees that they have been given access to
 - Will **not** be able to add or remove employees
 - Will be able to manage employee level code controls for employees that they have access to
 - Will be able to manage other HR functions, however these modules access can be refined during the admin setup
 - Payroll controls:
 - Will be able to create *scheduled*, *special* or *adjustment level* pay runs for all employees that they have been given access to
 - Will **not** be able to create pay runs for employees outside of their access
 - Will only possess the ability to operate current and / or completed pay runs where they have access to all the employee groups in the run at minimum
 - Will **not** possess the ability to operate current and / or completed pay runs where they have access to only specific employees from that run
 - Will only possess the ability to void checks for employees that their employee group has given them access to
 - Will only possess the ability to Generate ACH files, print pay registers, and perform other post pay run actions for employees that their employee group has given them access to
 - Will only see payroll errors in the "Warnings Requiring Your Attention" widget for employees that their employee group has given them access to
 - Reporting controls:
 - Will be able to run payroll reporting for all employees that they have access to, even if they did not personally run the pay run that produced those results

- Will **not** be able to report on, or see the data, of employees that they do not have access to, even if their employees shared a run with other employees outside of their control
- Who will benefit from this feature?
 - Payroll clients that need split their pay runs across multiple practitioners.
 - Payroll clients that want to run confidential payrolls.
 - Payroll clients that would like to restrict their payroll practitioners from accessing higher level functions (i.e. settings, quarterly reports, and more)
- Who can use this feature? This will be rolled out to early access clients for a short period. The full rollout will be dependent on received feedback or required changes. Upon request, this feature can be turned on for your workspace at any time.

Defining Limited Payroll Admins:

Providing this user the Limited Payro In addition to a standard Limited Ad	II Admin access level will grant them the same basic functionality as a Limited Administrator by allowing access only to specifi Imin, these users will be able to:	ic sets of employees
 Kun payroll for their assigned em View limited payroll reports for their assigned em 	pioyee groups heir assigned employee groups	
Review active and prior payroll da	ata only for the employee in their assigned employee groups	

reenshades Online Access for Te	ist
e this section to configure Greenshades Online e a submistratoror. Use this tas to add administrator exemplades Online Role • Super Administrator Umited Administrator Exes to Modules All Modules Specific Modules Specific Modules Specific Modules	Immigration rights for file. Generalized Drille administrations may log into GreenmadesDrille.com to perform a variety of HR management tasks and to configure how the'r employees will be able to use GreentEmployee.com. Companies often choose members of their payool, HR, and/or IT start is, remoine administrator, or edit administrator cocces rights.
Certification Management Const Deposit Nonex Deposit Nonex Second Secon	Konson of Encourse: The administrator may length access rules will acould be supplements and Rayroll Tax Service. Access will be retroficed by department. Change Clance DrBA DrBA DrBA DrBA DrBA This administrator may impersonate emptyees.
= Back	As a second s

Creating a Pay Run as a Limited Payroll Admin:

t the employee group to include in the payrun.		
Employee Group(s) to Include	Status	
Location FLORIDA	Not in Active Payrun	
Location NEWYORK	Not in Active Payrun	
Location WISCONSIN	Not in Active Payrun	
ancel		Create Pay Run

Comparing limited and non-limited admins:

	Payroll Administrator	Limited Payroll Administrator
Payroll: Active / completed Pay Runs and Reports	Full access to all Employees	Granted full access for associated groups
Payroll: Process, submit, review, report on, file ACH, deposit checks against, and maintain the general ledger pay runs	Full access to all Employees	Limited access to managed Employees
Employee Tab: Payroll Codes and Tax Parameters	Full access to all Employees	Limited access to managed Employees
Workspace Settings: Company Info	Full Access	Not Applicable
Workspace Settings: Employee, Tax, and Notification options	Changes affect all employees	Settings options will be determined by the enabled modules Limited access to managed Employees when module is available
Workspace Settings: Payroll Settings (i.e. code management, general ledger mapping, and schedule management)	All HR and Payroll level settings	Not Applicable

Navigation:

Admin Access Settings: Greenshadesonline.com > Settings > Access Settings > Administrator Access > Access Control > Add / Edit Administrator

New Feature – General Ledger: Suspense Accounts

• **Feature Description:** As a payroll practitioner or accountant, setting up your General Ledger to be correctly mapped and balanced is an incredibly important function. When a payroll is completed, and it's generated General Ledger batch reveals an unbalance set of transactions

between debits and credits, it is very likely that something is wrong with your GL setup / mapping assignments. Previously, in the Greenshades GL functionality, there was no clear way to understand which transactions caused this to happen. To assist clients that run into these scenarios, a new General Ledger Feature and account type known as a "Suspense Account" has been added to the GL offering. This account works essentially as a **"lost transactions"** bin. It will be used to collect all GL transactions that did not fall into another account as defined by the users GL mappings. This new account will also be accompanied by the new "Suspense Transactions Details" report that will show the users each of the transactions that fell into the Suspense account and therefore were not for in other mappings.

- Key Takeaways:
 - 1. Moving forward your general ledger will *never* have a batch that results in different Debits and Credits since all unmapped transactions will now fall into the suspense account.
 - 2. You will now have a standard function and reviewable reported of all unmapped transactions through their Suspense Account.
 - 3. You will **not** be required to assign an actual ledger account against the new suspense account. However, completing this process is highly recommended. If utilizing our syncing products, you will not be able to "Sync" transactions that fell into the Suspense account unless you have assigned a ledger Account. Failing to do so will restrict syncing as long as these unmapped transactions exist.

Suspense Account – Account assignment:

Q Filter Table		B
	Credit Entity Code	Credit Account Number
io Not Split	10	None
gg Edit Mappings General Ledger Mapping: Suspense	Accounts	
27 Edit Mappings General Ledger Mapping: Suspens is account will be used to capture any and all quieted Hyou plan by not these entires	Accounts unmapped transactions. If transactions fall into this account, a report will be or accounting package.	ted after GL Batch creation for you to review the items yet to be mapped. Choosing a specific account is

Edit Suspense Account			X
Choose Suspense Account	Search	Q	
	Federal Tax Levy 000004	Liability 🔒	
	Federal Tax Levy Garn		Submit
	00-1220-00 00-1220-00	Income	_
	Deduction Withholding (CR2)		
	00-1235-00 00-1235-00	Income	
	Deduction Withholding (CR)	•	

Reviewing Suspense Account transactions in Post Pay Batch review:

Batch Name: 9/2/ Batch Status: Pend Submit Date: Credits: \$78, Debits: \$78	2022, 12:00:00 AM ding 307.70 307.70			
ecalculate Batch				
Warning! You have 78 transact	ions not mapped to an account which are currently held in a Susper	ise Account. Click here to review.		
Warning! You have transaction	s in Suspense with no Account mapped. As a result your GL is not bi	alanced. You must assign a Suspense account here in order to syno	c these transactions	
Warning! You have transaction	s in Suspense with no Account mapped. As a result your GL is not be Submit Batch	aaneed. You must assign a Suspense account here in order to syno	these transactions	Contil
Warning! You have transaction Filter Table tity Code	s in Suspense with no Account mapped. As a result your GL is not bi Submit Batch Account Number 10029	lanced. You must assign a Suspense account here in order to syno Account Name Enring 5	Account Type Exempt	Credit 5.000
Warning! You have transaction Filter Table tity Code	s in Suppense with no Account mapped. As a result your GL is not bi Submit Batch Account Number 10029 10029	lanced. You must assign a Suspense account here in order to syno Account Name Earning 5 Earning 5	Account Type Expense Expense	Credit 5 0.00 5 0.00
Warning! You have transaction Filter Table Hity Code	s in Suspense with no Account mapped. As a result your GL is not bi Submit Batch Account Number 10029 10029 10029	lanced. You must assign a Suspense account here in order to syno Account Name Earring 5 Earring 5 Earring 5	Account Type Expense Expense Expense	Credit \$ 0.00 \$ 0.00 \$ 0.00
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Warning! You have transaction Filter Table tity Code	s in Suspense with no Account mapped. As a result your GL is not be Submit Batch 10029 10029 10029 10029 10029	Anced. You must assign a Suspense account here in order to syns Account Name Earning 5 Earning 5 Earning 5 Earning 5 Earning 5 Earning 5	Account Type Expense Expense Expense Expense Expense Expense	Credit \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
Warning! You have transaction	s in Suspense with no Account mapped. As a result your GL is not be Submit Batch 10029 10029 10029 10029 10029 10029 10029 10029	Anced. You must assign a Suspense account here in order to syno Account Name Earning 5 Earning 5 Earning 5 Earning 5 Earning 5 Earning 5 Earning 5	Account Type Expense Expense Expense Expense Expense Expense Expense Expense	Credit \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
Warning! You have transaction	s in Suspense with no Account mapped. As a result your GL is not be Submit Batch 10029 10029 10029 10029 10029 10029 10029 10029 10029	Account Name Account Name Earning 5	these transactions Account Type Expense Expen	Credit \$ 000 \$ 000 \$ 000 \$ 000 \$ 000 \$ 000 \$ 000
Warning! You have transaction Filter Table Itty Code	s in Suspense with no Account mapped. As a result your GL is not but Submit Batch 10029 10029 10029 10029 10029 10029 10029 10029 10029 10029	Account Name Exming 5	Account Type Expense Expense Expense Expense Expense Expense Expense Expense Expense Expense Expense Expense	Credit 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000

Suspense Account Transactions Details Report:

Select the date range or pay run you would like to view Select General Ledger Batch Batch Name: 8/1/2022, 120000 AM Batch Status: Pending Change	☆ General The General Click here to Click here to	General Ledger Suspense Transaction Details Report The General Ledger Suspense Transaction Details Report report shows transactions that were sent to the Suspense Account for the current batch. Click here to or to the Batch Report. Click here to return to your General Ledger Batch Summary Report.										
	Q Filter Tab	le										
	Entity Code	Account Number	Account Name	Account Type	Credit	Debit						
	Unknown	Unknown		Suspense	\$ 0.00	\$ 49.60	A					
	Unknown	Unknown		Suspense	\$ 0.00	\$ 11.60						
	Unknown	10003	Deduction 4	Income	\$ 0.00	\$ 407.43						
	Unknown	Unknown		Suspense	\$ 0.00	\$ 49.60						
	Unknown	10003	Deduction 4	Income	\$ 0.00	\$ 11.60						
	Unknown	10003	Deduction 4	Income	\$ 0.00	\$ 16.00						
	Unknown	10003	Deduction 4	Income	\$ 0.00	\$ 49.60						
	Unknown	10003	Deduction 4	Income	\$ 0.00	\$ 4.09						
	Unknown	Unknown		Suspense	\$ 0.00	\$ 11.60						
	Unknown	10003	Deduction 4	Income	\$ 0.00	\$ 49.60						
	Unknown	Unknown		Suspense	\$ 0.00	\$ 0.48						
	Unknown	10003	Deduction 4	Income	\$ 0.00	\$ 11.60						

Navigation:

Suspense Account Assignment: Greenshadesonline.com > Settings > Payroll > General Ledger > Accounts > General Ledger Mapping: Suspense Accounts

General Ledger Batch Review: Greenshadesonline.com > Payroll > View Prior Pay Run > Review Batch (under the General Ledger Section)

Suspense Account Report: Greenshadesonline.com > Reports > Suspense Account Transactions Details Report

Enhanced Feature - General Ledger: Improved Text

- **Background:** General Ledger setup can be a complicated process for clients. Knowing this, we stated looking for areas to improve the information we provide in the product. We understand that contextual descriptions and warnings are important and can help you through the process.
- What's new? Small information changes are being to the General Ledger screens to help better guide clients through the General Ledger mapping process. The released changes are as follows:
 - 1. The General Ledger informational banner has been revised to better explain the mapping process

eneral Ledger	
eral Ledger Account Mapping is a process in which you ide	ntify accounts to match credits and debits from payroli runs. Careful use of mapping ensures a smooth pay run and accurate financial accounting for your company.

2. The "Edit Mappings" button will notify the user of its functionality upon hover over



Navigation:

General Ledger Mapping Screens: Greenshadesonline.com > Settings > Payroll > General Ledger

New Feature - Employee Direct Deposit: Branch On / Off Setting

• **Background:** All employees of clients that utilize our direct deposit module currently have access to our Branch integration. This enables an employee to instantly setup a Branch account and connect it as a Greenshades DD account through only a few clicks. Once the account is created the employee will have access to a free digital bank and the ability to receive funds up to 2 days faster than standard DD.

We understand that some of our clients would like to control their employee's access to the Branch integration. This could be due to other third party partnerships, misunderstanding of the Branch offering, or other unknown factors to Greenshades.

- What's new? To empower our employers with the desired control over the offerings presented to their employees, a workspace level setting has been added to the Employee Perks settings as a new tab called "Digital Banking". Here you will have the ability to:
 - 1. Turn the Branch integration on or off for all employees at anytime
 - 2. Clients can Learn More about Branch and what the integration can offer for your employees

New Digital Banking Settings:

Home Employees Pay History Tax Service Year-End Forms Reports Settings Points Points Digital Banking Points /b>	Home Employees Pay History Tax Service Year-End Forms Reports Settings	,	ard 🗸					QA Legacy User (impersonated by: LPADRON) Account Settings Sign Out
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Navigation:

Setting to turn Branch on or off: Greenshadesonline.com > Settings > Employee Service > Employee Perks > Digital Banking

Changed Feature – Code Transitions: Locking down the ability to change "Tax Types" and "Wage Types"

- Background: At any time, in the code settings for creation or edits of a code, as an admin you
 may choose the taxation rules for that code via the "Tax Type" and "Wage Type" options. These
 options will control the taxation methods for Deductions / Benefits or Earnings codes
 respectively. After initial creation and actual use of those codes, that setting could be edited at
 any time. Unfortunately, making that change after prior payrolls have been executed could
 cause a variety of unintended issues, such as:
 - For new payrolls, this changed tax or wage type could affect resulting withholdings or subject wages
 - For historical reporting, the changed types will create strange totals at the code level, especially when filing tax forms such as 941s
- What Changed? To protect clients from creating unintended historical taxation confusion, both the "Tax Type" and "Wage Type" options will be restricted from editing after that code has been utilized in a submitted payroll.
 - Key things to note:

- Codes, and therefore the use of them as they pertain to employees, will always maintain their history
- You may freely edit wage or tax types on a code until a payroll has been ran that utilized said code
- If you require different taxations or code setups, it is advised to create or remove codes to fit the requirements instead of editing current code taxation related settings. This is the best practice to avoid the aforementioned issues.

Earnings Code Wage Type (restricted from edit):

alt Earning Code	Code Details			~
Code Details	Code Name	HOURLY		
Calculation Details	Pay Stub Name	HOURLY	Ø	
Maximums	Description	Add a description or additional information you may need to reference later.		
Scheduling			1.	
Year-End Forms	Wage Type	Regular	• 0	
Related Earning Codes		Reported Earnings (Usually used for Tips) <table-cell> Subject to SUTA 🕢 Subject to FUTA 🌚</table-cell>		
Save All Changes Cancel				

Navigation:

Code Setup Screens: Greenshadesonline.com > Settings > Payroll > Codes > Earnings / Deductions / Benefits Tabs > Add / Edit Code

Changed Feature – Pay Run Results Report: Changed to a download only report

- **Background:** The Pay Run results contains all data at a detailed level for a single pay run or collection of pay runs over the chosen period. This report generated all this data into a navigable table in the product. You could review the information in the product or choose to download it and analyze separately. Unfortunately, the functionality of allowing this data to be displayed in the product was very slow and would occasionally fail to ever produce the results, especially for very large sets of data.
- What Changed? Due to performance concerns, we will be changing this report to be a download only version and it will no longer show the data in the product. This change facilitates the ability for all payroll clients to properly utilize the Pay Run Results report whenever required.

Old Pay Run Results Report:

ay Run Results Report														
is report shows the earnings, taxes, deductions and benefits that are in the checks in the een date range or payrun.	Pay Run Results Repo Date Range: 05/31/2	rt 022 - 06/30/2022												
Select the date range or pay run you would like to view Let 30 Days O wer to Date O Sect Outer	Earnings	Taxes	Deductions	Benefits										
	Q Filter Table													₽
O Select Quarter O Custom Date Range	Employee ID ==	Employee Name	Pay Run Name =	Check Date II	Check Number II	Name =	Amount ::	Hours Worked =	Base Pay Rate ==	Effective Pay Rate	Location Code II	Location State II	Work Period	
⊖ Select Pay Run	AFSBK001	BOWMANE ABCDEFGH	Test Live June 20	06/22/2022	11	GREG SALARY	\$ 684.93	40h 0m	\$ 50,000.00	\$ 17.12	CALIFORNIA	CA	06/05/2022 - 06/12/2022	1
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New Pay Run Results Report:



Navigation:

Code Setup Screens: Greenshadesonline.com > Settings > Payroll > Codes > Earnings / Deductions / Benefits Tabs > Add / Edit Code
Recent Updates 6/1/2022

GREENSHADES ONLINE PAYROLL

Enhanced Feature - General Ledger: Recalculate GL batch improvements

- **Summary:** The recalculate General Ledger functionality was not shown in enough areas of the UI. Moreover, it's functionality was not well enough articulated to users.
- Changed items in the User Interface:
 - Add the feature to the Batch Review Page
 - Add info text next to the feature's action button
 - A warning pop-up is shown to users after clicking the function to ensure they understand how this could impact transactions that were already imported or synced prior

Post Pay Run Screen (updated Recalculate batch function):



Batch Review Screen (newly added Recalculate batch function):



Informational Warning before submitting a recalculate:



Navigation:

General Ledger Post Pay Run Screen: Greenshadesonline.com > View Pay Run > (scroll) "Submit Transactions to the General Ledger" section

General Ledger Batch Review Screen: Greenshadesonline.com > View Pay Run > (scroll) "Submit Transactions to the General Ledger" section > Review Batch

New Feature – Benefit / Deduction Code Setup: Catch-up Support

- **Previously:** Greenshades payroll did not formally support catch-up contributions with proper tax shielding via a standard in product code setup for benefits or deduction codes.
- **Today:** The product now fully supports the process to add and apply catch-up codes for all relevant Tax Types (see list below):
 - Traditional 401k
 - Roth 401k
 - HSA (single and family)
 - 403(b)
 - Roth 403(b)
 - Simple IRA

Catch-up code checkbox in code setup:

ew Benefit Code	Employer Contribution	Details		×
Code Details	Rate Type	Fixed Amount	•	
Employer Contribution Details	Тах Туре	Traditional 401(k)	•	
Maximums & Arrears	Catch Up			
	Employer Contribution	\$ 20.00	Biweekly 💌	
	Scheduling Method	Split Evenly on All Pay Checks (Pay All on First Pay Check of M Imputed Income	9 onth 9	
				Next

Setting up Catch-up Maximum:

dit Deduction Code	Maximums & Arrears
Code Details Employee Contribution Details	Maximums \$ 6,500.00 per Year
Maximums & Arrears	+ Add Maximum
Year End Forms	Arrears
Effective Dates	Allow and track Arrears
Related Benefit Codes	
Save All Changes Cancel	

Assigning Employees to the Catch-up codes:

Employee ID 14	Employee Name 14	Department 11	Location 14	Employer Contribution 14
ANHAB001	ASHFORD BEACHAM	Department B	Wisconsin Work Location	\$ 2,000.00
ANHDF001	DEBORAH FOLKS	Department A	Georgia Work Location	\$ 2,000.00
ANHAC001	AMAL CRANFORD	Department A	New York Work Location	\$ 2,000.00
ANHDW001	DAGOBERT WIECZOREK	Department A	Arkansas Work Location	\$ 2,000.00
ANHDS001	DYANI SQUIER	Department A	Arizona Work Location	\$ 2,000.00
Employees Selected: 1 pply change(s) to in-prog	gress pay run(s) 😮			Cours Areisonad Courstanaous

Navigation:

Build Catch-up Codes: Greenshadesonline.com > Settings > Payroll > Deduction / Benefit Codes > New / Edit Code

Enhanced Feature - Benefit / Deduction Code Setup: New Shared Code Group functionality

- **Previously:** Shared Code Groups were a rarely used and misunderstood feature that supported a small selection of use cases. The most important of these, was to combine maximum amount limits on a selection of different retirement codes to ensure employees did not exceed the IRS limits when contributing to multiple plan types.
- **Today:** With the addition of catch-up codes, the use cases for these groups, as well as their necessity to be utilized, grew greatly. The above use case is still valid, but more importantly these groups are REQUIRED for users to facilitate automatic transitioning of employees from their base retirement or HSA codes to their catch-up contribution codes after reaching base limits.
- The below images portray great examples of how you may want to utilize these setups for your employees
- <u>Terminology Reference:</u>
 - Group Name: This is just an identifier for the user to reference. Nothing downstream will be impacted by this name.
 - Group Type: Use this to select the types of codes that can be applied to this group. The list includes the option of Benefit, Deductions, custom, or HSA. The HSA option is used to allow limits to be equally shared between benefits and deduction types.

- Plan Type: This selection will choose the focus of the group, essentially as "Retirement", "HSA", or a custom type called "Other"
- Group Description: This description is a way for the user to recall the specific purpose of that group. As an example, "This group will create the shared limit for employee deductions of Roth and standard 401k plans"
- Code selections: Apply the relevant Deduction and Benefit codes to the group. Consider that these selectable codes will be filtered based on your above setup selections. Only codes related to the selected Group Type and Plan Type will be shown in the creation process.
- Catch-up Code selections: Catch-ups will appear separately in the Catch-ups menu of the Shared Code Group window only when they are applicable.
- Shared Maximums: This is where your combined maximum between the codes in the group will be defined. For something like retirement contributions, these are often straightforward as defined by the IRS that year. In the case of a Retirement deduction group setup, it would almost always simply be the employee contribution limit for that year (Ex. \$20,500 in 2022).
- Please consult with Greenshades support for additional details or questions on how to properly setup and manage Shared Code Groups

Shared Code Groups (Retirement Example):

Edit Test Deduct	tion	×
Group Name	401k Deductions	
Group Type	Deduction 👻	
Plan Type	Retirement	
Group Description	This group will create the shared limit for employee deductions of 403b and standard 401k plans	
Deduction	401K ~	
Deduction	403B PPP - ×	
	+ Add Code + Add Catch-Up	
Shared Maximum	\$ 20,500.00	Per Year
		Save
-		_

Edit Test Benefi	it	×
Group Name	401k Benefit	
Group Type	Benefit 💌	
Plan Type	Retirement	
Group Description	Add a description or additional information you may need to reference later.	
Benefit	401K ~ X	
Benefit	403B PPP • × + Add Code + Add Catch-Up	
Shared Maximum	\$ 58,000.00	Per Year
		Save

Shared Code Groups (HSA Examples):

Group Name	HSA Group		
Group Type	HSA	-]
Plan Type	HSA	-	
Group Description	Add a description or addition may need to reference later	onal information you r.	*
Deduction	HSA Family	.)	×
Benefit	HSA FAMILY	-)	×
	+ Add Code +	Add Catch-Up	
Shared Maximum	\$ 500.00		Per Year

Edit HSA Catch	up	×
Group Name	HSA Catchup	^
Group Type	HSA	
Plan Type	HSA	1
Group Description	This group captures HSA single codes limits for both employee and employer contributions	2
Benefit	Test Single HSA 💌	×
Deduction	HSA SINGLE 👻	×
	+ Add Code + Add Catch-Up	
Benefit (Catch-up)	HSA Single Catchup 🔻	×
Shared Maximum (Non Catch-up) 🚱	\$ 3,650.00	Per Year
		Save
		Save

Navigation:

Build Shared Code Groups: Greenshadesonline.com > Settings > Payroll > Shared Code Groups

Enhanced Feature – Pay Run Wizard: Visual improvements to the Pay Stub review screen

- **Previously:** The "Benefit" and "Deduction" sections of the Pay Stub review were lacking YTD accrued amounts. Moreover, the way information was displayed in the "Taxes" section was hard to properly read the column totals and YTD amounts.
- **Today:** These issues have been addressed in two ways. First, YTD accrued amounts have been added to the "Benefit" and "Deduction" sections. Secondarily, the "Taxes" section UI has been reimagined to read more clearly to the user.

New Pay Stub Review Screen:

KARTIKEY Employee ID: APH Department: Depa Work Location: PR Position: Poo 2 Dep Hire Date OutD' HR Status: Active	KEODI Informent 8 UNARY p A Non exempt Hourly 014	A			Net Pay: \$ 1,1 Total Hours: 120 H Greas Pay: \$ 1,946 Total Deductions: Total Imployee Ta Payment Method:	55.57 lour(s) 0 Minute(s) 73 5 338.75 sees: \$ 454.41 Direct Deposit	Payer	neck Summ	ary		
Code Name II	Pay Stub Name	B Position II	Department II	Location 1	Hours	Minutes II	Amount :		Year To Date		
SALARY	Salary	POS2A	DEPA	PRIMARY	40	0		\$ 006.67	\$ 666.67		Ciear
GREG SALARY	GREG SALARY	POSZA	Adam Department	CALIFORNIA	40	a		\$ 641.03	\$ 5,288.47		Clear
GREG SALARY	GREG SALARY	PO52A	Adam Department	CALIFORNIA	40	0		\$ 641.03	\$ 5,288.47	1	Clear
IOTAIS					120 110	Ir(s, 0 Minute(s)	5 1,948.73				
Benefits											
Code Name II		Pay Stub Name II	Arrears Balance =		Amount =			fear To Date 🗉	1		
asdf EO		asdf Employee Only	\$ 0.00				\$ 52.00	\$ 156.00			Cear
401		401	\$ 0.00				\$ 0.00	0.00			Cear
Health EO		HEALTH Employee Only	\$ 0.00				\$ 0.00	5 0.00			Cear
401K		401K	\$ 0.00				\$ 0.00	\$ 0.00			Clear
Dmann Fam Efam		Fam Employee Family	\$ 0.00				\$ 0.00	5 0.00			Cear
Totals			\$ 0.00		\$ 52.00						
Deductions											
Deductions											
Code Name =		Pay Stub Name II	Arrears Balance II		Amount =			Year To Date			
							\$ 0.00				
Dmann Fam EF		Fam Employee Family	\$ 0.00				\$ 10.00	\$ 30.00			Ciear
OTHER FEDS		Other Federal Gamishment: OTHER FE	DS \$ 0.00				\$ 328.75	\$ 1,003.84			Clear
401K		401K	\$ 0.00				\$ 0.00	\$ 0.00			Clear
401		401	\$ 0.00				\$ 0.00	\$ 0.00			Clear
Totals			\$ 0.00		\$ 338.75						
Taxes											
Tax Name		Arre	Pars Balance II	Taxable Wages		Amount =		Year To F	ate =		
Employer Medicare	Tex	\$ 01	00	\$ 1.935.73		\$ 28.11		\$ 55.99	ur .		Clear
Employer Social Sec	curity Tax	\$ 0.1	00	\$ 1,938.73		\$ 120.20		\$ 367.67			Clear
Federal Unemploym	nent Tax	\$ 0.1	00	\$ 1,938.73		\$ 11.63		\$ 35.58			Clear
North Dakota State	Unemployment Tax	\$ 0.1	00	\$ 1,948.73		\$ 38.97		\$ 119.10			Clear
Employer Taxes		S 0.	00			\$ 198.91		\$ 608.34			
Additional Medicare	e	\$ 0.1	00	\$ 0.00		\$ 0.00		\$ 0.00			Clear
Arizona State Tax		\$ 0.1	00	\$ 0.00		\$ 0.00		\$ 0.00	_		Clear
California Employm	ient training fax	\$ 0.1	00	5 0.00		\$ 0.00		\$ 0.00			Ciear
California State Ter		501	00	\$ 1,729-12		\$ 111.96		\$ 365.00			Cerr
California State Une	employment Tax	\$ 01	00	\$ 0.00		\$ 0.00		\$ 0.00			Clear
Colorado State Tax		\$ 0.1	00	\$ 0.00		\$ 0.00		\$ 0.00			Clear
Federal Income Tax		\$ 0.1	00	\$ 1,938.73		\$ 168.82		\$ 503.48			Clear
Medicare		\$ 0.1	00	\$ 1,938.73		\$ 28.11		\$ 85.99			Clear
Minnesota State Tax	x	\$ 0.1	00	\$ 0.00		\$ 0.00		\$ 0.00			Clear
Mississippi State Tax	x	\$ 0.1	00	\$ 0.00		\$ 0.00		\$ 0.00			Ciear
North Dakota State	Tax	\$ 0.1	00	\$ 656.67		\$ 4.00		\$ 4.00			Clear
Social Security		\$ 0.1	00	\$ 1,938.73		\$ 120.20		\$ 367.67			Clear
Warren County ITA	menopelitik tala	501	aa	\$ 0.00		\$ 0.00		\$ 0.00			Cer
Employee Taxes		50	00	2.500		\$ 454.41		\$ 1,342 3	0		
and a second second		100									

Navigation:

Build Shared Code Groups: Greenshadesonline.com > Payroll > Start / Continue Pay Run > Review and Submit Step > View pay stub

Recent Updates 5/11/2022

GREENSHADES ONLINE PAYROLL

Improved Feature - General Ledger: Track voided flag against GL transactions

- **Problem:** Users did not have a clear and simple way to understand which of their General Ledger transactions were inside of a voided pay run or individual paycheck. Accounting teams will likely want to remove or ignore these transactions since monies weren't moved in these scenarios.
- **Solution:** The <u>General Ledger Transaction Details Report</u> will now clearly identify, via an added column of data, whether or not each individual transaction has been voided

New flag in the report's "View Details" preview:

Q Filter Table						Transaction Details	Malara		Ð
ccount Number	Account Name	Debit	Credit	Employee ID	Check Date	Name Check Date	0.4/29/2022		
0-1235-00	00-1235-00	\$ 0.00	\$ 15.00	AFHKE001	04/29/202	Check Date	04/25/2022	View Details	
0-1220-00	00-1220-00	\$ 15.00	\$ 0.00	AFHKE001	04/29/202	Check Number	1001	View Details	
0-1235-00	00-1235-00	\$ 0.00	\$ 10.00	AFHKE001	04/29/202	Code Name	HOURLY	View Details	
0-1220-00	00-1220-00	\$ 10.00	\$ 0.00	AFHKE001	04/29/202	Entity Code	3	View Details	
0019	Net 5	\$ 0.00	\$ 25.00	AFHKE001	04/29/202	Voided	false	View Details	
9-1235-00	00-1235-00	\$ 25.00	\$ 0.00	AFHKE001	04/29/20	lest description Dimension	Value Name 🗸	View Details	

Navigation:

General Ledger Transaction Details Report: Greenshadesonline.com > Reports > General Ledger Transaction Details

Improved Feature - Positive Pay File Customization: Chase Bank, PNC, and Huntington

- **Background:** Positive Pay Files are used to provide various banks with information about distributed checks. They use this data to confirm that the later cashed checks are indeed valid and can be pulled from the respective accounts.
- **Problem:** Each bank has its own format. Greenshades will need to support each individual format of the respective bank for the client.
- Solution: Greenshades has expanded the support for a variety of customers via creating custom positive pay file formats for the following banks as of 05/10/2022:
 - Chase Bank

- PNC Bank
- Huntington Bank
- US Bank

Note: Utilization of these file types must be requested from support or implementation reps

Performance Improvement - Optimize calculation persistence in the Payroll Wizard

- What we heard: Changes or updates to information within the Pay Run wizard steps have been slow to save (i.e. location, departments, amounts, etc.).
- How we addressed it: Critical changes have been made to the way in which the product saves these inputs. As a result, users should expect to experience a "noticeable" decrease to the time it takes to save these changes in the UI and therefore the amount of time they must wait until they can make another edit. Expect at minimum a 20% decrease in wait times per change.

Navigation:

Pay Run Wizard: Greenshadesonline.com > Payroll > Continue / Run Payroll > Hours / Earnings / Deductions / Benefits / Arrears steps

Recent Updates 3/30/2022

GREENSHADES ONLINE PAYROLL

Improved Feature - Import: Support custom rates for Bulk The Bulk Earnings code rate import has been expanded to handle Custom Rates

- A separate Sheet on the Code Export has been added for the user to specify Position based custom rates
- Important Note: Import documents in the old format will no longer be importable. Please ensure a new export is always downloaded before using the Bulk Manage feature.

New Custom Rates import sheet:

A	В	с	D	E	F	G	н
1 Employee ID	Code Name	Position	Custom Rate				
2 ANHDF001	HOURLY	POSA	20.000000				
3 ANHDF001	HOURLY	POSB	25.000000				
4 ANHDS001	HOURLY	POSA	20.000000				
5 ANHDS001	HOURLY	POSB	30.000000				
6 ANHDW001	HOURLY	POSB	35.000000				
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
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33							
34							
35							
36							
37							
38							
	Employee Ea	arning Cod	des Employ	vee Custon	n Rates	÷.	
	employee co	anning cot	pio				

Navigation:

Bulk Manage Earnings Codes: Greenshadesonline.com > Settings > Payroll > Earnings Codes > Bulk Manage Codes

New Feature - Reporting: Add new "Pay Run Results" report

A new report has been surfaced that provides clients with a comprehensive data set, at an itemized level, of all the earnings, deductions, taxes, and benefits of each employee per pay run.

The report will feature the following fields:

• All Tabs

•

•

- Employee ID
- Employee Name
- Pay Run Name
- Check Date
- Check Number
- Name
- Amount
- Earnings Tab Only
 - Hours Worked
 - Base Pay Rate
 - Effective Pay Rate
 - $\circ \quad \text{Location Code} \\$
 - Location State
 - Work Period
- Deductions Tab Only
 - Deduction Type
 - Tax Info
- Taxes Tab Only
 - Subject wages
 - Gross Subject Wages
 - Gross Wages
 - Rate
 - Employer Tax (Yes / No)
 - State
- Benefits Tab Only
 - Benefit Type
 - $\circ \quad {\rm Tax} \, {\rm Info}$

Pay Run Results Report:

ort shows the earnings, taxes, deductions and benefits that are in the checks in the ate range or payrur.	Pay Run Results Repo Pay Run Name: BiWe Pay Period: 09/11/20 Check Date: 10/01/21	rt tkly 21 - 09/24/2021 121												
t the date range or pay run you would like to view set 30 Days	Posted Time: 09/09/2 Earrings	021 09:37 AM Taxes	Deductions	Benefits										
ar to Date riect Quarter	Q. Filter Table.													₽
eiect Pay Run	Employee ID ==	Employee Name	Pay Run Name 🗉	Check Date =	Check Number II	Name =	Amount ::	Hours Worked =	Base Pay Rate II	Effective Pay Rate	Location Code II	Location State ==	Work Period	
ny Run Name: BWeekly ny Period: 09/11/2021 - 09/24/2021 heck Dete: 10/07/2021	AFSAE001	ARTHUR ESTATS	BIWEEKLY	10/01/2021	1564	Salary	\$ 181.66	3h 38m	\$ 52,000.00	\$ 50.00	TEXAS	тх	09/06/2021 - 09/13/2021	
hange	AFSAE001	ARTHUR ESTATS	BIWEEKLY	10/01/2021	1564	Salary	\$ 1,090.84	21h 49m	\$ 52,000.00	\$ 50.00	TEXAS	ТХ	09/13/2021 - 09/20/2021	
	AFSAE001	ARTHUR ESTATS	BIWEEKLY	10/01/2021	1564	Salary	\$ 727.50	14h 33m	\$ 52,000.00	\$ 50.00	TEXAS	ТХ	09/20/2021 - 09/27/2021	
	AFS8K001	BOWMANE ABCDEFGH	BIWEEKLY	10/01/2021	1563	HOURLY	\$ 600.00	40h Om	\$ 15.00	\$ 15.00	NV	NV	09/06/2021 - 09/13/2021	
	AFSGT001	George Tuber	BIWEEKLY	10/01/2021	1566	HOURLY	\$ 600.00	40h 0m	\$ 15.00	\$ 15.00	NV	NV	09/06/2021 - 09/13/2021	
	ANHHL001	HIDI LAFFERTY	BIWEEKLY	10/01/2021	1565	HOURLY	\$ 600.00	40h Om	\$ 15.00	\$ 15.00	NEWYORK	NY	09/06/2021 - 09/13/2021	

Navigation:

New Report: Greenshadesonline.com > Reports > Pay Run Results

Improved Feature - Pay Run Wizard: Non-scheduled EEs should not be added to pay runs

- **Previously** Employees that are not assigned to a pay schedule and / or do not have a primary work location could be selected and visually added to a pay run. However, these EEs would never actually save or be ran in the payroll
- **Now** The User Interface will not allow you to add employees without one or both of the following qualifiers to be added:
 - No Pay Schedule is assigned to the employee
 - No Primary Work Location is assigned in the employee information section
- Warning Message (shown below) If an employee is missing the above data, the shown messages will be displayed.

Pay Run Wizard: Add Employees Window with Warnings:



Navigation:

Pay Run Wizard (Add Employees): Greenshadesonline.com > Payroll > Run Payroll > Employees Tab > Add Employee

GREENSHADES ONLINE PAYROLL

Improved Feature - Reporting: General Reporting enhancements

The full collection of Payroll reports has been reviewed and refined via the following list of changes:

- Add the Check Date field to all reports where most appropriate
- Rename reports to be clearer in their intent (Summary vs. Details levels)
- The links from the "Payroll Reports section" match the date from the reports in the "Reports tab"

List of Reporting changes:

Report Name	New Report Name	Data Changes
All Statements Report	Pay Statements Details Report	N/A
Benefit and Deduction Report	Benefit and Deduction Details Report	N/A
Employee Arrears Report	Employee Arrears Summary Report	N/A
Garnishment Post Pay Run Report	Garnishment Details Report	Add Check Date Column
General Ledger Report	General Ledger Account Summary Report	Remove Post Batch button
General Ledger Breakdown Report	General Ledger Transaction Details Report	Add Check Date Column
Hours Breakdown Report	Employee Hours Summary Report	Add Check Date Column to Each Hours Popover
Liability Details Report	New Report	N/A
Liability Report	Liability Summary Report	Add Group column to report. Add to Reports Dashboard in place of Pay History version if Payroll module is enabled. Add to Reports Dashboard.
Pay Run Register Details Report	New	Check Date Column, All Columns from Pay Run Register, Filtering Options for Check Date, Last 30 Days, Year to Date, Select Quarter, Custom Date Range
Positive Pay File Report	Positive Pay File Details Report	Add All Filter Options
Wage Breakdown Report	Employee Wage Summary Report	N/A
FFCRA Liability Adjustment Report	FFCRA Liability Adjustment Summary Report	N/A
Form 941 Quarter End Report	Form 941 Quarter End Summary Report	N/A
Form W-2 Annual Report	Form W-2 Annual Summary Report	N/A
SUTA Report	Employee Quarterly SUTA Summary Report	N/A
Worker's Compensation Report	Worker's Compensation Details Report	N/A
Retirement Report	Retirement Details Report	Add Check Date Column
Employee Earnings Report	Employee Earnings Summary Report	N/A
Benefit & Deduction Report	Benefit and Deduction Details Report	Add Check Date Filter Option.
General Ledger Batch Summary Report	N/A	Add to Reports Dashboard.
Unlinked Transactions Report	N/A	Add to Reports Dashboard.
Pay Run Summary Report	N/A	N/A

Navigation:

Reporting: Greenshadesonline.com > Reports

Payroll Reporting: Greenshadesonline.com > Payroll > Other Payroll Actions > Reports

New Feature - Reporting: New Multiple Worksite (BLS) Report

A new report to capture the required data elements for the Multiple Worksite Reports has been added to the reporting section. The report will feature the following:

- Business Name (Worksite name)
- Address (Worksite location)
 - This is the employees primary work location that is shown on their "Employee Card"
 - **Note:** For WFH workers will show the location that is assigned, not the company default location
- Number of Employees (worked on the 12th of each month)
 - The counts are determined per month, as specified in the worksheet.

- If the worker did not work hours on the 12th exactly, they are not counted
- Wages of each Worksites (Quarterly)
 - This number is calculated as the subject wage for all checks in the selected date range (based on check dates)

New Multiple Worksite Report:

Multiple Worksite Report	The Multiple Work	site Report provides employee count	and the wages for your work lo	cations according to the BLS 3020 f	orm.		
Home Employees Payroll Pay History Tax Service W	ear-End Forms Reports Settings						
ultiple Worksite Report							
Jple Worksite Report provides you with information on employee's work location and f	their Multiple Worksite Report						
t, useful for filling in the BLS 3020 forms							
lart the risks range or new non-secold files to view	Q Filter Table						₿
) Last 30 Days				Number of Employees			
) Year to Date	Business Name	Address	January	February	March	Wages of Worksites	
Select Quarter	PRIMARY	2014 10th Ave E #202 Williston, ND 58801	1	2		\$ 17,723.42	^
2000	SECONDARY	405 Beeland St Greenville, AL 36037	3	7	1	\$ 18,307.64	
Quarter January - March 👻		null, null null		1		\$ 785.00	
	MO and St.Louis Tax	2014 10th Ave E #202 Williston, ND 58801		2		\$ 4,711.55	
) Custom Date Range	No. of Concession, No. of Conces	2102 Columbine Ln Filon NV 89801		1	1	\$ 583.54	
Custom Date Range	Nevada						

Navigation:

Reporting: Greenshadesonline.com > Reports > Multiple Worksite Report

Improved Feature - Code Settings: Earnings Code export added alongside bulk management

As of the first release in 2022, the Earnings code section received a new Bulk Manage Codes feature that allows users to make mass assignments of rates for employees.

A new option to export the code information has been added alongside of the bulk assignment functionality.

New Earnings Code Export option:

	Payroll Code Settings							
Company Info	All master-level Payroll codes for Earnings, Bi	enefits. Deductions, and Time Off are created and managed fro	m each of their respective sections.					
Access Settings	Faming Codes Renefit Code	es Deduction Codes Time Off Codes	Shared Code Groups					
Payroll	Earning Codes							
ichedules	View, add, and modify the earning code	es available for payroll.						
lodes								_
General Ledger	Q Filter Table	+ Create Code					Bulk Manage Codes	
axes	Earning Code II	Pay Stub Name 11	Rate Type II	Category II	Wage Type II	Default Amount		
	Hourly 2	Hourly 2	Per Hour	Other	Regular	\$ 20.00	명 🗘 🍵	
mployee Services	Hourly 2 OT	Hourly 2 OT	Per Hour	Overtime	Regular	\$ 0.00	18 () 😑	
	Hourly Buford	Hourly Buford	Per Hour	Other	Regular	\$ 0.00	18 0 8	
ax Service	HOURLY DT	Hourly DT	Per Hour	Doubletime	Regular	\$ 0.00	왕 🗘 🍵	
	HOURLY OT	Hourly OT	Per Hour	Overtime	Regular	\$ 0.00	18 () e	
latification Cattings	Hourly PTO	Hourly PTO	Per Hour	Paid Time Off	Regular	\$ 15.00	왕 🗘 🍵	
vouncation settings	HOURLY SHIFT DIF	HOURLY SHIFT DIF	Per Hour	Shift Differential	Regular	\$ 0.00	80	
	KITCH HOURLY	Kitchen Hourly	Per Hour	Other	Regular	\$ 22.00	18 🗘 🍵	
What's New!	KITCH SHIFT DIF	KITCH SHIFT DIF	Per Hour	Shift Differential	Regular	\$ 0.00	8 Ø 🕯	
	OTP	OTP	Per Hour	Overtime Premium	Regular	\$ 0.00	瘤 🗘 🍵	
	Pridestaff test	Regular Pay	Per Hour	Other	Regular	\$ 25.00	容 🖉 🍵	
	SALARY	Salary	Per Year	Other	Regular	\$ 52,000.00	18 () 🛢	
	SALARY (FFCRA DEP CARE)	Salary (FFCRA DEP CARE)	Per Year	Paid Time Off	FFCRA Leave	\$ 40,000.00	18 () 📋	
	SALARY (FFCRA FMLA)	Salary (FFCRA FMLA)	Per Year	Paid Time Off	FFCRA Leave	\$ 40,000.00	容 🗘 🍵	
	SALARY (FFCRA SICK)	Salary (FFCRA SICK)	Per Year	Paid Time Off	FFCRA Leave	\$ 40,000.00	18 () 🛢	
	SALARY DT	SALARY DT	Per Year	Doubletime	Regular	\$ 0.00	容 () 會	
	SALARY OT	Salary OT	Per Year	Overtime	Regular	\$ 0.00	19 Q B	
	SALARY PTO	Salary PTO	Per Year	Paid Time Off	Regular	\$ 50,000.00	19 🕼 😫	

Navigation:

Earnings Codes: Greenshadesonline.com > Settings > Payroll > Codes > Earnings Codes

Improved Feature - General Ledger: Add GL Status / Timestamp

Multiple General Ledger screens have been updated to provide sync submission status information. See the below examples of the new "Current Status" field.

Post Pay Run Review Screen:

reate Your General Ledger Batch tart the process by combining your transactions into a General Ledger atch.	11 General Ledger Account \$ 13,024.49 Combined Total Amoun Most recent submit: Jan 31, 2022 @ 12:34:00 PM Current status: Submitter
ecalculate General Ledger	Post Batch Review Batch

General Ledger Batch Summary Report Screen

General Ledger Batch ! This report shows all General Ledge	Summary Report r batches. See more details a	about each batch by clicking the Review	link.						
Q Filter Table	Batch Status *								Ð
atch Name 11	Batch Status =	Most recent submit =	Associated Pay Run II	Pay Period =	Check Date u	Transaction Count	Credits =	Debits =	
ayrun - 2019-10-21	Completed	01/31/2022, 12:34:56 PM	Weekly	10/14/2019 - 10/20/2019	10/21/2019	10	\$ 0.00	\$ 203.06	Review *
ayrun - 2021-01-22	Completed.	01/31/2022, 12:34:56 PM	BiWeekly	01/02/2021 - 01/15/2021	01/22/2021	92	\$ 4,906.33	\$ 9,026.33	Review
ayrun - CORRECTION: SUTA Liabilities 2021-01-22	Completed	01/31/2022, 12:34:56 PM				2	\$ 50.00	\$ 50.00	Review
EST	Pending	01/31/2022, 12:34:56 PM				1	\$ 138.52	\$ 0.00	Review
ayrun - Tip Testing - 2019-11-15	Completed	01/31/2022, 12:34:56 PM	Tip Testing	11/08/2019 - 11/08/2019	11/15/2019	6	\$ 3,477.39	\$ 3,477.39	Review
esting Split DD	Pending	01/31/2022, 12:34:56 PM	Testing Split DD	11/01/2021 - 11/12/2021	11/12/2021	19	\$ 1,795.12	\$ 3,461.79	Review
ayrun - 2020-09-18	Completed	01/31/2022, 12:34:56 PM	BiWeekty	08/30/2020 - 09/12/2020	09/18/2020	1229	\$ 11,147,43	\$ 18,043.96	Beview
ayrun - CORRECTION: SUTA Liabilities 2021-02-19	Completed	01/31/2022, 12:34:56 PM				2	\$ 12.98	\$ 12.98	Review
0/29/2021, 12:00:00 AM	Pending	01/31/2022, 12:34:56 PM	BiWeekly	10/09/2021 - 10/22/2021	10/29/2021	61	\$ 4,469.87	\$ 8,554.62	Beview
ayrun - CORRECTION: SUTA Liabilities 2021-08-13	Completed	01/31/2022, 12:34:56 PM				2	\$ 40.00	\$ 40.00	Review
0/1/2021, 12:00:00 AM	Submitted	01/31/2022, 12:34:56 PM	BiWeekby	09/11/2021 - 09/24/2021	10/01/2021	88	\$ 4,192.00	\$ 7,992.00	Review
ayrun - 2020-06-05	Completed	01/31/2022, 12:34:56 PM	Weekly	05/25/2020 - 05/31/2020	06/05/2020	308	\$ 3,764.82	\$ 3,518.71	Review
II the things	Submitted	01/31/2022, 12:34:56 PM				155	\$ 4,713.73	\$ 9,252.25	Review
ayrun - 2021-07-23	Completed	01/31/2022, 12:34:56 PM	BiWeekly	07/05/2021 - 07/18/2021	07/23/2021	46	\$ 3,259.64	\$ 3,259.64	Review
ayrun - Test Check Number - 2020- 2-28	Completed	01/31/2022, 12:34:56 PM	Test Check Number	02/06/2020 - 02/06/2020	02/28/2020	26	\$ 0.00	\$ 0.00	Review
ayrun - 2021-08-13	Completed	01/31/2022, 12:34:56 PM	BiWeekby	07/25/2021 - 08/07/2021	08/13/2021	207	\$ 12,951.02	\$ 24,447.36	Review

Navigation:

Post Pay Run Review: Greenshadesonline.com > Payroll > Last Payroll > View > Review Batch

General Ledger Batch Summary Report: Greenshadesonline.com > Payroll > Last Payroll > View > Review Batch > General Ledger Batch Summary Report

New Feature – Pay Run Wizard: Benefits Import Enhancement

- Importing Benefits has been improved to produce an exported report of errors whenever an import fails
 - Initially you will be returned text will explain that errors were found on the import. Then the error report will automatically download for review.
 - This error report will be the same as the base import, but with an added column to describe the data issues found on the file
- Important Note: This functionality was added for the hours, earnings, and Deductions steps previously. To recap, it is now live for Hours, Earnings, Deductions, and Benefits steps of the Pay Run Wizard.

Error on Earnings import with new download:

y Sched	ule: MONTHLY C	heck Date: 08/31/2021	Pay Per	iod: 08/01/2021 -	08/31/2021								
Emple	2900 S 🖉	Hours	• >	Earnings	•	Deductions	0	\rangle	Benefits	0	Arrears 🥝) 👌 Review & Sube	nit 🥝
a jud en	layeer pay into the all encourses in	the pay period. You can avende av	y amployees' amo	nga by entering the total e	arring present lists	the Ownede Nett		<i>.</i>				<i>.</i>	
1. Harris		a Antipuna C											
		in the second second							1				1000
	Abericces	19102 CORE	HOUR	2	Upload the ter	oad Earnings I your employees' earnings I splate provided to format yo go Template EditedUstas	or this pay p our data.	eriod. Use	n letter V	Seve As	Bis B' + Drambath	B. Search Dourdeach	0] a 10 ×
						Download Template	JUSX			Organice • New	folder Name	(11 • Date modified	0
					۲	Error: One or more errors when processing your upl downloaded errors file for	were encou oad. Please i details.	stered en the		 ID Objects Desktop Documents Downloads Music 	 Today (3) (2) Earnings-Template (Edited) (2) Earnings-Template (2) (3) DirectDepositiveport (1) (4) Earnings (3) 	1/24/2022 10/23 AM 1/24/2022 10/21 AM 1/24/2022 10 16 AM	M M M
						_		Upload		Pictures	v «	5 1/19/2022 10:27 АМ	11 Y 2
										Save as type	ficresoft Excel Worksheet		
										a Mide Editor		Ser Caro	211

Error Report Example:

A	В	с	D	E	F	G	н	I
1 Errors	EmployeeID	Earning Code	Department Code	Position Code	Location	Start Date	Earning Amount	Adjustment Amount
Employee 'ANHYV001' not found in								
workspace								
Location 'Empty' not found								
Department 'Department B' not found								
2 Position 'Deprm' not found	ANHYV001	HOURLY	Department B	Deprm	Empty	07/22/2021	500	

Navigation:

Benefits Import: Greenshadesonline.com > Payroll > Run Payroll > Benefits Step > Add Benefits > Upload > Import

Performance Improvements – Reduce UI load times and remove unused components

File sizes and dependencies for the user interface have been reduced, thus improving the load times and perceived responsiveness of the UI in a variety of payroll screens.

Navigation: Payroll: Greenshadesonline.com > Payroll

Recent Updates 2/16/2022

Navigation:

Greenshadesonline.com > Setting > Payroll > General Ledger

Greenshadesonline.com > Payroll > Continue Pay Run > Calculator Icon

Improved Feature - Pay Run Wizard: Gross-up calculator fixed

The Gross-up calculator in the Pay Run wizard has been enabled. The newly live version of this feature will:

- Re-enable the base feature functionality
- Provide minor changes to how the calculator is taxing
- The calculator will now allow any location to be applied to its setup

We encourage users to experiment with this feature in your payroll via the following navigation (Icon shown below).

<u>Gross-up navigation:</u> Greenshadesonline.com > Payroll > Continue Pay Run > Calculator Icon

2	iome Employees I	Payroll Pay History Tax	Service Year-End	Forms Reports	Settings					
ayrol	ll									
ay Sch	edule: BiWeekly	Check Date: 07/30	/2021 Pay P	Period: 07/11/2021	1 - 07/24/2021				G	ancel Pay Run
Emplo	oyees 🕜	Hours 🖌	Earnings	3	Deductions (4)	Benefits	5 Arr	rears 6	Review & Submit	7
ew your e	employees' pay rate for all ea	arnings in this pay period. You can	override any employees'	earnings by entering the t	total earning amount into the O	verride field.				
Q Filte	r Table	+ Add Earnings	C Refresh Ex	pense Reimbursements	s					B (-)
Q Filte	r Table Employee ID 11	+ Add Earnings Employee Name #	C ^d Refresh Exp	pense Reimbursements Position #	S Department 11	Location 11	Pay Rate 14		Gross Pay 11	•
Q Filte	r Table Employee ID 11 ANHAC001	+ Add Earnings Employee Name # AMAL CRANFORD	C Refresh Exp Earning Code # SALARY	Pense Reimbursements Position # Position A	S Department 4 Tepartment A	Location #	Pay Rate #	52,000.00 per year	Gross Pay 11 \$ 2,000.00	
Q Filte	r Table Employee ID # ANHAC001 ANHDW001	+ Add Earnings Employee Name # AMAL CRANFORD DAGOBERT WIECZOREK	C Refresh Exp Earning Code # SALARY SALARY	Position # Position A Position A	5 Department # Cepartment A Department A	Location # Alabama Work Loca Arkansas Work Loca	Pay Rate II tic V S	52,000.00 per year 52,000.00 per year	Gross Pay # \$ 2,000.00 \$ 2,000.00	2 C

Gross-up calculator in action:

av Schedule: BIWEE	Calculate the values needed to pay an employee in this pay run a fixed or pre-determined net wage.		Cancel Pay Ru
ay schedule. Divite	Select an Employee Search Q Cancel & Select New Employee	Results	concertagina
Employees 🗸	General Information	Gross Earnings -	Review & 7 Submit 7
ew your employees' pay rate	Check Date 02/01/2022 Pay Frequency Biweeky	FICA - Medicare - Additional Medicare - Federal Income Tax -	
Employee ID	Work Location	Net Pay \$ 0.00	1
AFSAE001	Earnings		\$ 2,307.69 😆 🛍
AFSAE001 AFSAE001	Earning Code Department Position Location Net Pay		\$ 0.00 😆 🛍 \$ 417.25 Undo 😆 🛍
O AFSGT001	Voluntary Deductions		\$ 2,000.00
AFSKM001	Deduction Code Amount Include in Gross Up?		\$ 1,923.08 😆 🛍

Improved Feature - General Ledger: Move Mapping default to top

General Ledger mapping previously would add new mappings to the bottom of the list instead of the top. With the new change, new mappings are added to the top.

- This is to better accommodate our users that start their mapping process with the most general cases covered first
- The more detailed mappings will be the latest considerations; therefore, they should be moved to the top of the mapping order when added

General Ledger Mapping wizard:

der matters. Use the ad	ction icons next to each mapp	ing to sh	ift that mapping's prior	rity. Gener	al Ledger activity will	be mapped	l using the first mapping	that applies	in priorit
ocation	Debit Entity Code		Debit Account		Credit Entity Code		Credit Account		
Alabama Work Location	▼ None	Q	Deduction 1	Q	None	Q	Deduction 1	Q	+
Alaska Work Location	▼ None	Q	Deduction 2	Q	None	٩	Deduction 2	Q	+
Arizona Work Location	▼ None	۹	Deduction 3	Q	None	۹	Deduction 3	Q	+
Arkansas Work Location	▼ None	Q	Deduction 4	Q	None	۹	Deduction 4	Q	+
Florida Work Location	▼ None	Q	Deduction 5	Q	None	Q	Deduction 5	Q	+

Recent Updates 1/26/2022

Navigation:

Greenshadesonline.com > Employees > Selected Employee > Pay Settings

Greenshadesonline.com > Setting > Payroll > Codes

Greenshadesonline.com > Payroll > Continue Pay Run

New Feature - Pay Settings: New HSA Direct Deposit setup

- Newly added functionality to deposit HSA allocated funds directly into specified accounts
 - Any benefits or deductions marked as HSA will be deposited into the specified account for the chosen employee
- This account setup is separated from the standard Direct Deposit setup as the allocation has no dependency on the standard Direct Deposit allocation splits
 - Only 1 HSA account can be set up and assigned per employee
 - The account type can be selected as a checking or savings

HSA Deposits Setup Page:

	DEBORAH FOLKS Digital Employee Folder • Back to Employee Lise					
	Payment Method					
	Here you can modify how the amplity as is currently being paid. If you w	ion to make any changes, simply enter in new information below and clock laws' at the bottom of	this section.			
	Tay to devolution Cartay to page check					
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ation	Account 1 ×			Account 2 ×		
rooq.	Routing Number			Routing Number:		
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	Pay Schedule					
	Norge this employee to a pay schedule. Choose hisned for employees in Ney Schedule. Brittonic	 And are not paid by this company, if you are changing the pay schedule of an employee in the mis 	aze or pay period, you may need to record a	ne while the pay fun weard.		

HSA Deposits Account Setup:

SA Account				
ere you can setup this employee's HSA Account	information in order to deposit HSA funds directly into	their account post payrun.		
Account ×				
Routing Number:	051808031			
Account Number:	4044555547885622	Ø		
Туре:	Checking	-		
	Savings			
ay Schedule				
sign this employee to a pay schedule. Choose	None' for employees who are not paid by this company	If you are changing the pay schedule of a	employee in the middle of pay period, you may need to reconcile this within the pay run wizard.	
y Schedule: MONTHLY	*			
dvanced Settings				
By clicking save, this employer is authoriz	ing the initiation of credit entries and adjustment debit er	tries to the account(s) listed above. This em	loyer has verified that the information above is accurate and the affected employee has agreed to release the employer from any liability resulting from any incorrect information above.	H Save

New Feature - Code Settings: Earnings codes import (Bulk Manage Fields)

- The Earnings codes import / export process has been enabled to allow for bulk operation of Employee earnings rates

New "Bulk Manage Fields" feature:

. ajion cour settings							
All master-level Payroll codes for Earning	ngs, Benefits, Deductions, and Trime Off are created and managed fr	om each of their respective sections.					
fammelicies Benefi	t Codes Deduction Codes Time Off Code	s Shared Code Groups					
Earning Codes							
iew, add, and modify the earning	codes available for payroll.						
Q filter Table.	+ Create Code					(]+ Bulk Manage	Codes
Earning Code 11	Pay Stub Name a	Rate Type 1	Category =	Wage Type 🗉	Default Amount II		
BONUS.	BONUS	Fixed Amount	Other	Supplemental	\$ 0.00	808	
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OL HOURLY	Holiday Hourly	Per Hour	Holdey	Regular	\$ 0.00	808	
OURLY	HOURLY	Fer Hour	Other	Regular	\$ 15.00	808	
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HOURLY FFCRA SICK	HOURLY FFCRA SICK	Per Hour	Faid Time Off	FFCRA Leave	\$ 0.00	808	
HOURLY OT	HOURLY OF	Per Hour	Overtime Premium	Regular	\$ 0.00	901	
HOURLY OT FREM	HOURLY OF PREM	Per Hour	Overtime Premium	Regular	\$ 0.00	808	
HOURLY FTO	HOURLY PTO	Per Hour	Raid Time Off	Regular	\$ 20:00	.0.8	
SALARY	SALARY stuff	Per Year	Other	Tegular	\$ 52,000.00	908	
SALARY 2	SALARY 2	Per Year	Other	Regular	\$ 52,000.00	19 0 8	
SALARY 2 OT	SALARY 2 OT	Per Vear	Overtime	Regular	\$ 0.00	808	
SALARY HOUDAY	SALARY HOUDAY	Per Year	Holiday	Regular	\$ 52,000.00		
SALARY OT	SALARY OT	Per Year	Overtime	Regular	\$ 0.00	808	
SALARY PTO	SALARY PTO	Per Year	Paid Time Off	Regular	\$ 52,000.00		
SD MUCTIPUER	SD MUCIPLER	Per Hour	Shift Differential	Regular	\$ 0.00	008	
TIPS	TIPS	Fixed Amount	Business Expense	Tips	\$ 0.00		

- Using the new "Bulk Manage Fields" wizard you may...
 - Export the full list of earnings data for all employees
 - Assign new rates and amounts at the individual employee level
 - Review an exported list of errors to determine the pieces of data that caused errors and why

• **Note:** The Export of current assignments is always required before the Import step to safeguard users from unintentionally overwriting with old data

Export current assignments:

Bulk Manage	Export Code Assi	gnments			×		
arning Codes	Export existing employee earning	code assignments.					
-						🕒 Bulk Manage Co	odes
Export Code Assignments	Download						
						8 0 8	
						10 B	
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KY 2	SALARY 2	Per Year	Other	Kegular	\$ 52,000.00	왕 🗘 🍵	
		Per Year	Overtime	Regular			
				Regular			
RY 2 OT RY HOLIDAY	SALARY HOLIDAY	Per Year	Holiday			100 O O	
RY 2 OT RY HOLIDAY RY OT	SALARY HOLIDAY SALARY OT	Per Year Per Year	Overtime	Regular	\$ 0.00	~ 0 =	
RY 2 OT RY HOUDAY RY OT RY PTO NUTRE RE	SALARY HOLIDAY SALARY OT SALARY PTO SD MULTIDUER	Per Year Per Year Per Year Des House	Holiday Overtime Paid Time Off	Regular Regular Regular	\$ 0.00 \$ 52,000.00	803 803	

Review exported data and adjust:

	А	В	С	D	E	F	G	Н	I	J
1	First Name	Last Name	Name	Employee ID	Department	Position	Location Name	Amount	Start Date	End Date
2	AMAL	CRANFORD	SALARY	ANHAC001	DEPA		ALABAMA	52000.000000	1/1/2020 12:00:00 AM	
3	DEBORAH	FOLKS	SALARY	ANHDF001	DEPA		ALASKA	52000.000000	1/1/2020 12:00:00 AM	
4	DEBORAH	FOLKS	HOURLY	ANHDF001	DEPA		ALASKA	20.000000	4/1/2021 12:00:00 AM	
5	DEBORAH	FOLKS	HOURLY OT	ANHDF001	DEPA	Position A	ALASKA	0.000000	4/16/2021 12:00:00 AM	
6	DYANI	SQUIER	SALARY	ANHDS001	DEPA		ARIZONA	52000.000000	1/1/2020 12:00:00 AM	
7	DYANI	SQUIER	SALARY OT	ANHDS001	DEPA		FLORIDA	0.000000	1/1/2020 12:00:00 AM	
8	DYANI	SQUIER	HOURLY	ANHDS001	DEPA		ALABAMA	20.000000	1/1/2020 12:00:00 AM	
9	DYANI	SQUIER	HOURLY OT	ANHDS001	DEPA		ALABAMA	0.000000	1/1/2020 12:00:00 AM	
10	DAGOBERT	WIECZOREK	SALARY	ANHDW001	DEPA		ARKANSAS	52000.000000	1/1/2020 12:00:00 AM	
11	DAGOBERT	WIECZOREK	SALARY PTO	ANHDW001	DEPA		FLORIDA	52000.000000	1/1/2020 12:00:00 AM	
12	DAGOBERT	WIECZOREK	SALARY OT	ANHDW001	DEPA		FLORIDA	0.000000	1/1/2020 12:00:00 AM	
13	ERNESTINE	KIKER	HOURLY	ANHEK001	DEPA		CALIFORNIA	20.000000	1/1/2020 12:00:00 AM	
14	FINLAY	KIKER	HOURLY	ANHFK001	DEPA		COLORADO	20.000000	1/1/2020 12:00:00 AM	
15	GALI	MARRA	HOURLY	ANHGM001	DEPA		CONNECTICUT	20.000000	1/1/2020 12:00:00 AM	
16	HIDI	LAFFERTY	HOURLY	ANHHL001	DEPA		DC	20.000000	1/1/2020 12:00:00 AM	
17	TAHNIA	SPOHN	HOURLY	ANHTS001	DEPA		IOWA	20.000000	1/1/2020 12:00:00 AM	
18	TAHNIA	SPOHN	HOURLY FFCRA SICK	ANHTS001	DEPA		IOWA	25.000000	4/1/2021 12:00:00 AM	
19	YSEULT	CORK	HOURLY	ANHYC001	DEPB		NEWJERSEY	30.000000	1/1/2020 12:00:00 AM	
20	YSEULT	CORK	SD MULTIPLIER	ANHYC001	DEPB		NEWJERSEY	0.000000	4/1/2021 12:00:00 AM	
21										

Impot new assignments (with error):

Earning Codes Repetit Codes	Deduction Codes Time Off Co	der Shared Code Groups					
arning Codes							
Bulk Manage	Import Code Assi	gnments			×		
Earning Codes	Import updated employee earning	code assignments.					
						🕒 Bulk Manage	Codes
Export Code Assignments	GeneralLedgerBreakdownReport (2).x	5X			Q Browse		
Investor Contra Antipersonale							
import Code Assignments	(*) Upload					8 () 🔒	
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ARY OT	SALARY OT	Per Year	Overtime	Regular	\$ 0.00	容 🗘 🍵	
	SALARY PTO	Per Year	Paid Time Off	Regular	\$ 52,000.00	瘤 () 😑	
MULTIPLIER	SD MULTIPLIER	Per Hour	Shift Differential	Regular	\$ 0.00	종 🖟 🍵	
	TIPS	Fixed Amount	Business Expense	Tips	\$ 0.00	啓 🗘 😫	

New Feature – Pay Run Wizard: Deductions and Earnings Import Enhancement

- Importing Earnings or Deductions has been improved to produce an exported report of errors whenever an import fails
 - Initially you will be returned text will explain that errors were found on the import. Then the error report will automatically download for review.
 - This error report will be the same as the base import, but with an added column to describe the data issues found on the file
- **Important Note:** This functionality was added for the hours import step last release. To recap, it is now live for Hours, Earnings, and Deductions steps of the Pay Run Wizard.

Error on Earnings import with new download:

ay Schedule: MONTHLY	Check Date: 08/31/2021	Pay Period: 08/01/2021 -	08/31/2021						
Employees 🤗	Hours	Earnings	Deductions	• >	Benefits	• >	Arrears 🤗	Review & Submit	0
 Your employees: pay less the all seconds Your Law, Temployee ID: n 	In the pay period. Yas see sweetle pay	employees assessed by entering the total of Network Engenise Normbursements	And Unload Farnings		× m :	fay 1	Later H :	Const Fay 1	
Alemicos)	1990/0296	-cours	Updad you employee reamong the templotter provided to forward y Tamong: Templot (Schetzlub) Devretaer Templot Emer: One or more users downloaded errors file for downloaded errors file for	ter this pay period. Un our data. Q Brown n 3LSX x were ancountered load, Please see the r details. Uplow	 second diamond d 	Coganice - New Fi Coganice - New Fi Phas AC Dispersive - New Fi Phas AC Dispersive - New Fi Phase AC Dispersive - New Fi Dispersive - New Fi Phase -	State w 0 ⁻ State w 0 ⁻ * Today (1) 0 ⁻ * Today (1)<	Sach Desrivation	X 0 5 2 2 2 2 3 3 4 7 7

Error Report Example:

A	В	с	D	E	F	G	н	I
1 Errors	EmployeeID	Earning Code	Department Code	Position Code	Location	Start Date	Earning Amount	Adjustment Amount
Employee 'ANHYV001' not found in							•	
workspace								
Location 'Empty' not found								
Department 'Department B' not found								
2 Position 'Deprm' not found	ANHYV001	HOURLY	Department B	Deprm	Empty	07/22/2021	500	

Improved Feature - Pay Run Wizard: Hours and Earnings import accepts Null Locations

- The Pay Run Hours / Earnings imports will no longer error when no location is specified. Now the process of populating the Work location from the import will populate based on the below criteria (in priority order):
 - 1. If a value is specifically entered in the import field, the location will populate with that chosen value.
 - 2. If the field is left blank, then the location will populate with the Employee's specific location for the chosen earnings code
 - 3. If there is no employee specific earnings code location, then the location will populate with the "Work Location" for that Employee found in their Employee Information section
 - 4. If no Employee work location, then error and explain that the employee does not have a location setup

Example: Scenario 3 shown

Employee "Work Location" in the employee information section:

VSEULT CORK Digital Employee Folder	+ Back to Employee List		
Employee ID	ANHYC001	Organization Chart	View Organization Char
First Name	YSEULT		
Last Name	CORK		
Hire Date	12/01/2019		
Rehire Date			
Termination Date			
Email			
Work Location 3	New Jersey Work Location		
Supervisor			
Department	Department B		
Position	Position B		
Division			

Earnings Import Example for the above employee with no location entered:

F6	5 🔻	: × •	/ fx						
	A	в	с	D		F		н	
1	EmployeeID	Earning Code	Department Code	Position Code	Location	Start Date	Earning Amount	Adjustment Amount	
2	ANHYC001	HOURLY				07/22/2021	500		
3									
4									
5									

Employee earnings code is properly populated with the Employee "Work Location"

lule: MONTHLY	Check Date: 08/31/2021	Pay Period: 08/01/2021	- 08/31/2021						
oyees 🖌	Hours	Earnings	3	Deductions	\mathbf{O}	Benefits		Arrears	
ployees' pay rate for all earning	gs in this pay period. You can override any o	employees' earnings by entering the total	earning amount into the C	werride field.			/		
ible	+ Add Earnings C R	efresh Expense Reimbursements							
Employee ID 11	Employee Name	Earning Code 🕫	Position 11	Department	8	Location 11	Pa y Rat	te #	
ANHYC001	YSEULT CORK	HOURLY		•		New Jersey Work Lo	cation •	\$ 5	00.00 per hour

Recent Updates 12/22/2021

Improved Feature - Multi-State taxation:

- Payroll calculations for employees working across multiple jurisdictions were improved to ensure withholding accuracy for SIT, SUTA, SDI, and other taxes.
- SUTA withholdings will always be calculated against the Employee's set Work Location in their employee information
- Payrun Wizard Review step now contains "Earnings locations" and "Position" columns

Pilarario Ackerma Employee ID: ACK0001 Department: Support Services Work Location: Louisinen Position: Constant/Support Hite Date: 08/03/2013 HR Status: Other	n		 There was an error or payroll information f employee(i). 	Add 294 442.94 442.94 Green Pays 5 400 Total Employee Taxes 5 97.05 Payment Method: [Direct Depoid =	Paycheck Su	mmary	
arnings	Pau Studi Name	Position 11	Beostment =	Invation a	Hours - Minutes -	Amount 11	
Hourly	Hourly	ATC	ACCT	KENTUCKY	15 0	\$ 225.00	Clear
Hourly	Hourly	ATC	ADMN	OHIO	21 0	\$ 315.00	Clear
					Millered A. B. Marsheld	\$ 540.00	

• The Tax Parameters screen will also show warnings on said locations where no specific W-4 parameters are set for that employee

Employer Medicare Tax	ď 🔺	Social Security	<u> </u>
Exempt	No	Exempt: No	
Medicare 🕜	۵.	Additional Medicare	۵
Exempt	No	Exempt No	
Texas State Unemploym	There are no specified tax parameters chosen for this tax. Default values will be used until edited.		
Texas State Unemployn Tax	There are no specified tax parameters chosen for this tax. Default values will be used until edited.		

• Important Note: When no tax parameters are specified, defaults parameters will be utilized

Improved Feature – Blended OT:

- Calculation changed for OVERTIME codes to adhere to proper FLSA OT standards
- Overtime Premium and standard Overtime codes will now produce the same resulting total earnings.
- For Payroll Frequencies of Bi-weekly, Twice a Month, Monthly, etc. Overtime is calculated on a weekly basis and the result of each week is summed together in the payrun

How to Calculate Blended OT:

Step 1 – Calculate RROP as follows:

- 1. Multiply each earning code by its total hours
- 2. Add the resulting earnings totals together
- 3. Then divide by total hours worked
- Step 2 Determine the total base earnings amount (without Overtime):
 - 1. Multiply each earning code by its total hours
 - 2. Add the resulting earnings totals together
- **Step 3** Determine the Overtime earnings
 - 1. The determined RROP is multiplied by 0.5
 - 2. The result is multiplied by the total OT hours, which is determined as the total hours over 40 in that work week
- Step 4 Sum your Base Earnings with your Overtime earnings

Example:

- Hours and Rates:
 - 20 hours Code A at \$15/hr
 - o 20 hours Code B at \$25/hr
 - 10 hours total OT (on Code B base rate \$25 in this case)
 - [Step 1] RROP = (20 * \$15 + 30 * \$25) / 50 = \$21/hour
- **[Step 2]** Base Earnings = (20 * \$15) + (20 * \$25) + (10 * 25) = (\$300) + (\$500) + (\$250) = \$1050
- **[Step 3]** Overtime = (0.5 * \$21) * 10 = \$10.5 *10 = \$105
- [Step 4] \$1050 (Base Earnings) + \$105 (Overtime) = \$1155

Note: The above resulting pay will be the same no matter what codes are used as OT as long as it is the same total **OT** hours and total **Base Code** hours.

New Feature - HAS Family Support

- HSA family plans for deductions and benefits have been added
- Validation in the code setup interface to ensure an Employee can only be applied either a family or single HSA plan (not both)

Rate Type	Fixed Amount
Тах Туре	
	Section 125 Plan
Employee Contribution	Flexible Spending Account - Medical
	Flexible Spending Account - Dependent Care
Colored March Markers	Health Savings Account - Single
Scheduling Method	Health Savings Account - Family
	Traditional 401(k)
	403(b)
	457
	Roth 401(k)
	Roth 403(b)
	Roth 457
	Simple IKA
	Custom
and the second	
Cancel	

New Feature - Payrun Wizard Hours Import Enhancement:

- The Hour import tool in the Payrun Wizard will produce an error report if issues are found on the imported file
- The report will explain the discrepancies or issues in each line of the import (example below)

А	В	С	D	E	F	G	н	1
Errors	EmployeeID	Earning Code	Department Code	Position Code	Location	Start Time	Hours Worked	Minutes Worked
EarningCode 'Pots' not found	ANHEF001	Pots			HAWAII	12/5/2021	40	
Employee 'Sandwich' not found in workspace								
Employee Sandwich does not have a work period that satisfies the start date 11/29/2021	Sandwich	HOURLY			CALIFORNIA	11/29/2021	40	
Employee ANHNN001 does not have a work period that satisfies the start date 12/15/2021	ANHNN001	HOURLY			OHIO	12/15/2021	40	
ANHSH001	SALARY			INDIANA	12/01/2021	40		

Recent Updates 2/8/2021

Benefit and Deduction Modals

Benefit and Deduction codes can now be configured as separate, unrelated codes for most benefit and deduction code types. These codes are also now managed in separate workflows and is most useful in scenarios where an employee paid deduction does not have a corresponding employer paid benefit (ex: an employee paid uniform deduction). No changes were made to health insurance code workflows.

General Ledger Settings

Fixed a minor bug where different tabs on the General Ledger settings weren't always loading correctly when no filters were set. These tabs now load correctly.

Payroll Calculations

Fixed an issue where an entire pay run would fail to load if it included an employee whose start date is after the pay period end date. Now, these employees won't be automatically included if they were not employed during the pay period.

ACH File - Hash Totals

In some instances, ACH files were erroring after submission to the clients bank due to incorrect hash values. We fixed the underlying calculation for this and this should not recur.

Recent Updates 1/25/2021

Pay Run Loading Improvements

Fixed a sporadic issue where clicking too fast between different pay run steps, the wizard would redirect infinitely. Users could only refresh the page to fix the issue. Now, users should not hit this issue anymore.

Recent Updates 1/9/2021

Holiday Settings for Pay Schedules

Added a new option to pay schedules where a check date may fall on a weekend or holiday. The new option is to change the check date to the nearest business day in the same week (ex: A Saturday check will be paid on Friday, and a Sunday holiday is paid on Monday).

Tax Display Updates

Break out employer paid taxes and employee paid taxes more clearly in the 'View Paystubs' modal on the final step of the pay run wizard.

Bank Account Settings

Added help text to bank account settings for the Origin ID and Taxpayer ID fields.

Taxability for Negative Deductions

Fixed issue where negative deductions were being treated as a positive pre-tax amount. Now, these negative deductions do not reduce taxable wages.

UI Improvements

Fixed a minor bug where clicking on a schedule in the schedule list would first load the last schedule the user had looked at, and then would load the correct schedule next.

Recent Updates 12/23/2020

Homepage Warnings for Benefit Codes

Updated the homepage warnings for benefit codes to be more clear, reduce duplicate errors, and stop warning for configurations that are correct.

Payroll Pay Schedules and Timesheets Pay Groups

These two concepts share similar overlapping settings (specifically work week and pay schedule settings). Now, these two values must be mapped to each other to prevent conflicting configurations that lead to incorrect payroll calculations.

Hours Step Improvements

Fixed an issue with timeouts occurring on the hours step where the amount of hours an employee worked was taking 30+ seconds to load from Greenshades timesheets.

Premium Shift Pay

Premium shift pay is now fully supported in earnings codes. Earning code rates can now be set to be based on another earning code and include either a rate addition or rate multiplier to handle special circumstances. These codes can also be used on employee timesheets for shift differential tracking.

Pay Run UX Improvements

Filters that are set in one step of a pay run now persist throughout the rest of the steps within a pay run.

Recent Updates /12/9/2020

State W4

Updated behavior for employee tax parameters where these were uploaded from a previous system that did not account for state-specific requirements. Specifically, the state of Oklahoma does not recognize certain Filing Status options that the Federal W-4 allows. These state's filing status options now match the allowed values.

Code Frequency Options

Added robust settings for all fixed amount earning, benefit, and deduction codes and removed the corresponding global settings. Now, each fixed amount code can specify if the total rate should be applied over multiple checks or be included in a single check.

Group Term Life Taxability

Users now have the option of making their Group Term Life imputed income subject to Federal Income Tax and/or State Income Tax.

Holiday Earning Codes Updates

Added option to holiday earnings codes to not reduce a salary employee's hours worked.

Catchup 401k Deductions

Users now have the ability to set up a specific 401k catchup deduction that will only be applied once the standard 401k deduction limit has been met.

Review and Submit

Added subject wages to the review and submit step of the pay run wizard.

UI Improvements

Fixed an issue where bolding text causes the text to run past the standard column width.

Performance Improvements

The payroll product in general was loading inactive employees who are ineligible for pay runs and code or schedule assignments. Now, these employees will no longer be loaded in scenarios where they should not be to improve performance.

Recent Updates 11/25/2020

Overtime Calculations

Added warnings to a pay run when overtime hours are included in a pay run, but those overtime hours are in a work week that extends past the end of the pay period.

W-2 Compatibility

Added Box 12 and Box 14 code values to the screens for master code settings on earnings codes. These values were previously set during initial implementation of the payroll product only and were not visible to end users until now.

Special Pay Runs - Time Off

Special pay runs now include an option to include Time Off accruals

Pay Run Performance Improvements

The earnings step in a pay run was sending too much data back to the screen that wasn't actually used. We reduced the amount of data that is sent to this screen to reduce the load time.

Arizona State Taxes

Fixed an issue where the tax engine for Arizona state taxes needed a tax rate of 0.0 and not simply 0.

Recent Updates 11/11/2020

Schedule Settings

Performance improvements to the schedules list in payroll settings to improve loading times for large (5,000+ employee) companies. As part of this change, inactive employees can only be assigned to a pay schedule from the employee card.

Visual Improvements

Added highlighting to delete functionality on grids so its easier for the admin to understand which item is being deleted.

Data Testing Updates

Added additional data update options for clients who are implementing and updating employee information.

Warning Improvements

Improve warnings for inactive employees who are not in a pay schedule.

Improve error messages on homepage when a Pennsylvania work location is missing a Political Sub Division.

Recent Updates 10/28/2020

Bankruptcy Garnishments

Bankruptcy garnishments are now natively support within the payroll module and can be assigned to any employee as needed. These garnishments act like all other garnishments and automatically pull in to appropriate pay runs as configured.

Foreign Military Base Taxes

On the employee profile, an employee's location can be set to a military base. When that employee is paid via payroll, they are taxed correctly. This is most useful for employees who are working part-time for a US-based company while stationed abroad.

Marital Status	Married	•	
Address Line 1	123 Main St		
Address Line 2			
Address Line 3			
Military Address 🕄			
City	APO - Air/Army Post Office	•	
State	AA - Armed Forces of the Americas	•	
Zip Code	12345		
Country	United States	•	
Cancel			🎽 Save

Earnings Import Improvements

When Uploading the earnings import, some errors result in a non-specific error of "Error: Failed to import for the following reasons: null". We've updated these to be more specific and useful, for example: "Error: Failed to import for the following reasons: Invalid Base Code Name value ('Salary')"

General UI Improvements

- Added better tooltips to earnings imports
- Update the minutes and hours on the final pay stub preview modal so that 40 hours, 61 minutes appears correctly as 41 hours, 1 minute
- Improved loading times for the pay schedule modal

Recent Updates 10/7/2020

Bank Account Number Validation

When entering a bank account number, leading 0s will work as expected and we've added better warnings when a bank account number appears incorrectly formatted.

Ambiguous Error Prevention

In some instances, conflicting changes or requests to the payroll databases were causing transient errors. We've made some changes handle these situations better to prevent internal and user impacting errors.
General UI Improvements

Hover over text no longer blocks input fields

Recent Updates 9/23/2020

Add Inactive Employee Filter to Assignment Grids

Schedule assignment grids now have an 'Include Inactive Employees' filter. This allows the admin to show/hide inactive employees from the selection list, making it easier to find specific employees or to select all active employees only.

Home Employees Pa	Payroll Pay History Tax Filing Center Year-End Forms Reports Settings	
Workspace Settings		
	Pau Edit BIWEEKLY ×	(
Company Info	View acticute name: without acticute name acti	
Accors Sottings	06/25/2020	
Access Settings	Pay frequency: uiweexity 0//10/2020 07.01/2020 07.01/2020 07.01/2020	
Paurall	Pay Day: Friday Pay Day: Friday Pay Day: Friday	
Payron	Sche 08/21/2020	ount Name
Schedules	LEAN Work Period Start Day: Sunday 12:00 AM 09/04/2020	ount Delete
		punt Delete
Codes	MO	ount Delete
General Ledger	Bank Account: Bank Account 👻	
Employee Services	Employees Assigned to this Schedule	
	There is 1 employee assigned to this schedule. Click here to hide them.	
Tax Filing Center	Q Filter Table	
Notification Settings	Employee ID 11 First Name 11 Last Name 11 Department 11 Class 11 Position 11 Location 11	
	AFHKE001 KARTIKEYA ESPINYOZA Department B CLASSB Pos 2 Dep A Non PRIMARY	
	Caling a rouny	
	Sim	

Added Validation to Bank Account Inputs

Added better guidance and warning text to the bank account screen in case a user inputs an invalid check number.

Workers Comp Codes

Workers Compensation Codes are now supported on the employee's position, and this code is used throughout payroll as needed.

Recent Updates 8/31/2020

Work From Home Employees

An employee's work location can now be set to 'Work From Home'. Use this option if you wish to withhold taxes based on the employee's home location instead of this work location. This option is frequently used by employers that need to treat an employee's home location as their work location. This may be because organizations meet the economic nexus requirements and fulfill other regulations.

Negative Earnings During Pay Run

Admins can now enter or upload negative earnings for an employee during a pay run. The amount input boxes in the pay run accept negative values, and an employee can have both negative and positive amounts for the same earnings codes during a pay run. These values will show as separate lines on the employee's pay stub. If negative earnings result in a negative net pay, an error will display on the final step and the employees wages must be greater than or equal to \$0.

🕗 Home Employees Payroll Pay History Tax Filing Cent 🗸 Successfully updated earnings. * 1gs		Home Employees Payrol Pay History Tax Hing Genter Year-End Forms Reports Settings
Payroll		Payroll
Special Payroll: Negative Earnings Check Date: 09/15/2020 Pay Period: 08/01/2020 · 08/31/2020	General Ray Ren	Special Payroll: Negative Earnings Check Date: 09/15/2020 Pay Period: 08/01/2020 - 08/31/2020 Cancel Ry/Run
Employees 📀 > Hours 📀 > Earnings 💿 > Deductions 📀 > Benefits 📀 > Arrears 📀	Submit	Employees 📀 > Hours 📀 > Earnings 📀 > Deductions 📀 > Benefits 📀 > Arrears 📀 > Review & Submit 💿
Review your employees' pay rate for all samings in this pay period. You can override any employees' camings by entering the total carring amount into the Override field.		Beview and wham's your paryoral for this period. If any charges are required to properly soluble this period, you may go back to any prior step and spekies any necessary fields. To over-the any solubleted volves for solomission on this pay run, side delt to enter the destruit field volves. For solomission on this pay run, side delt to enter the destruit field volves. For solomission
🔍 Hiter State. Add Earnings 🌱	*	Total Employees 1 Entertained Total Code 54,000,00 Entertained Total
Employee ID 11 Employee Name 11 Earning Code 11 Position 11 Department 11 Location 11 Pay Rate 11	Grown Pay 11	Debuttins Benefits
APHINA001 BLDBD WORKS Salwy Fox 2 Dep A Non • a Department • PRMARY • \$ \$0,000 million yet	azer \$ 4,010,46 x,5 🖻	
APREMODI BLORD WORKS Salary Per 2 Dep A Non * # Department * HBM/HV *	\$ 29.40	Q. Filter Total Employees: 1 Paper Psycheck: 0 Direct Depails: 1 Charge ±
		S Employee ID S Employee News Hours Minutes Gross Pay S Tauble Wages Deduction Total Employee Tause Net Pay S Elevative Total S Employee Tause View Psychology Tause View Tause View Psychology Tause View Tause View Tause View Psychology Tause View View Tause View View View View View View View Vie
		AFFERX001 ELDRED WORKS 168 0 \$4,000.00 \$4,000.00 \$0.00 \$0.00 \$4,000.00 \$
Total Lansing Codes 2		
+ Previous Last Saved: 7.04-02 PM	H Save & Exit → Next	🗢 Previous Last Saved: 7/04/02 PM 🗎 Save & Edit 🔷 Solution

Gross Up Calculator Updates

The gross up calculator now automatically includes an employee's regular deductions in its calculations. These deductions can easily be removed from the calculation as well.

General Ledger Improvements

A subset of clients were experiencing significant performance issues with the General Ledger settings. We completely rewrote all these pages to improve loading speeds.

Handle New Timesheets "Activity" Features

The timesheets products now allow for custom "Activities" to be added to timesheets, so the payroll product also handles the results from those entries correctly.

Minor UI Improvements

Cleaned up some loading icons throughout payroll, fixed some minor display bugs for some totals, and fixed some help tips that were loading off screen.

Recent Updates 8/13/2020

Employee Earnings Report

New report shows the total earnings for each employee between a given time period. This report includes columns for: Regular Pay, Non Taxable Earnings, Supplemental Pay, Overtime, Doubletime, Reported Earnings/Tips, Non-reported Tips, Pay Adjustments (Minimum Wage Adjustments), and Gross Earnings.

Employee Tax Calculations

Change the workflows for overriding employee values on the final step of a pay run to prevent unintentional mistakes.

The preview pay check modal no longer allows the user to override taxes directly. Instead, the admin can change the earnings, benefits, and deductions amounts for the pay run and the save button will automatically recalculate taxes.

Home Employe Calculators Special Payroll Employees Cost is 1000 Base Suff 2: 51500 HEATIPE CS 14920 Benefits 4015: 5000	ELDRED W Employee ID: AFHEV Department: Depart Work Location: Ohio Position: Pos 2 Dep Hite Date: 2(205/201 HR: Status: Family Le	VORKS Work Leadion Non exempt Hourly ave		Ne Toti Gro Toti Pay	Pays t Pay: \$ 1,343.87 I Hours: 80 Houris) 0 Min sr Pays 5, 1961.54 I Deductions: \$ 2590.00 I Employee Taxes: \$ 398 ment Method: Direct (check Summary nute(s) Jeposit •		×	C Review & Submit	ancel Pay Run
Basic Stuff 2: \$ 25.00	Code Name 11	Pay Stub Name 11	Department 11	Hours 1	Minutes 11	Amount 11				*
O Ellior Tabla	SALARY	Salary	DEPA	40	0	\$ 1,000.00	Clear			
Filler IdDie	SALARY	Salary	DEPA	40	0	\$ 961.54	Clear			¥.
11 Employee ID 11	Totals			80 Hour(s)	0 Minute(s)	\$ 1,961.54			er Taxes 1i	Paystub
AFHEW001										View Paystub
AFSFM001	Benefits								22	View Paystub
	Code Name th	Pay Stub Na	ame II	Arrears Balance 11	Amo	ount 11				
	401K	401K			\$ 0.00	\$ 100.00	Clear			
	ACA New EO	ACA New Er	nployee Only		\$ 0.00	\$ 25.00	Clear			
+ Previous Last Sav	Cancel				_	Save a	and Recalculate	Taxes	Save & Exit	→ Submit

In order to change tax amounts on a pay run, the admin will need to navigate to the tax amounts directly in order to override these.

	Jubi	one and a
Loca (a): 1 1000 CL3: 1 1300 Loca (a): 1 1000 G34535; \$45.00 Basic SUIT (2): \$1 500 GREEC CUSTOM BENEFIT FROM TEMPLATE; \$ 10.00 HEALTH EC: \$149.00 LIFE: \$ 10.00 endits: \$ 000 ACA Hew EO: \$ 25.00 Basic SUIT (2): \$25.00 GREEC CUSTOM BENEFIT FROM TEMPLATE; \$ 100.00	213 (23) 1 (240) ACA New EO \$ 0.00 GREG HEALTH INSURANCE TEST EO: \$ 5.00 Basic Sudf: \$ 25.00 GREG HEALTH INSURANCE TEST EO: \$ 17.00	
Filter Table Total Employees: 2 Paper Paycheck: 0 Direct Deposit: 2 Change		
Employee ID 11 Employee Name 11 Hours 11 Minutes 11 Gross Pay 11 Taxable Wages 11 Deduction Total 11 Employee	er Taxes Override Taxes Employer Taxes	ti View Paystul
AFHEW001 ELDRED WORKS 80 0 \$ 1,923.08 \$ 1,859.08 \$ 259.00 \$ 358.67	Total \$ 143.75	View Paystub
APSFM001 FALLON MESSICK 10000 0 \$ 82,500,00 -\$ 100,00 \$ 100,00 \$ 33,369.3 Social Se	currity \$ 116.50 \$ 6,344.22	View Paystul

Minor UI Improvements

- Add explanation text to the employees step of a pay run.

Recent Updates 7/29/2020

Calculator Print Options

By default, both payroll calculators now have printer-friendly view to print the calculation results or save as a PDF.

	Employees F	Payroll	Pay History	Tax Filing (Center	Year-End Forms	Reports	Settings	
Calculators									
Gross-Up C	alculator	employee	a fixed or pre-deti	ermined net wa	ige.			Results	₽
Select an Employee	ARTHUR ESTA	TUS		Q C	lear All			ARTHUR ESTATUS Employee ID: AFSAE001 Department: DEPB Position: Pos 2 Dep B Non Exem	pt Hourly
	Check Date	10/0	07/2020					Check Date Pay Frequency Work Location	10/07/2020 Biweekly MOSTL
	Work Location	MO	and St.Louis Tax		•			Gross Pay	\$ 54.15 \$ 54.15
Earnings								Medicare	(\$ 0.79)
	Earning Code			Net Pay	12			Additional Medicare Federal Income Tax	(\$ 0.00) (\$ 0.00)
	Phone Stipend		•	S	50.00	×		Net Pay	\$ 50.00

Various Technical Updates

- Work locations now import faster from the core Greenshades Online database to payroll
- Payroll data is sent to other modules faster once a pay run is completed

Recent Updates - 7/20/2020

New Report Showing Changes to Employee Compensation

A new report has been added to the Payroll Reports section that shows all changes to employee code assignments and values. This can be used to see changes in employee compensation within payroll.

Improvements to taxability for codes with \$0 on the pay run

Some minor backend improvements to handle codes that have been included on a pay run this year, but not on this pay run. This has previously been causing a rare error.

Recent Updates – 7/13/2020

Showing garnishment on a pay run within the deductions step when an employee is manually added to the pay run.

This addresses an issue where if an employee is added manually to a pay run, we were not seeing garnishment information in the deductions step. This item also makes the garnishment read-only during a pay run.

Baxter the	Brave 🗸						Lauren Teuber Account	Settings Sign Out
₽ ₩	me Employees Payroll	Pay History Tax Filing Center Year-	End Forms Reports Settings					
Payroll								
Pay Sche	dule: Bimonthly 0	Check Date: 07/17/2020 Pay P	eriod: 07/01/2020 - 07/16/2	020				Cancel Pay Run
Emp	loyees 🧭 🖉	Hours 📀	Earnings 📿	Deductions	3 Benefits	5 Arrears	6 Review & Submit	• •
Review your en	ployees' deductions for this pay p	eriod. You can override the amount of an employee's	deduction by entering the total deduction	amount for that code.				
Q, afsd		Add Deductions 💙						Ŧ
	Employee ID 🛊	Employee Name ©	Deduction Code \$	Pay Stub Name ¢	Percent Gross ¢	Fixed Amount ¢	Total Deduction Amount ¢	
	AFSDM001	DOREEN MCSWEENEY	Test Benefit Code EF	Test Benefit Code Employee Family		\$ 1,0	\$ 1,000.00	۵
	AFSDM001	DOREEN MCSWEENEY	Test Dental EF	Test Dental Employee Family		S 1	\$ 125.00	۲
	AFSDM001	DOREEN MCSWEENEY	Test for Pretax	Test for Pretax		\$ 5	\$ 541.67	8
	AFSDM001	DOREEN MCSWEENEY	123456-ABC	123456-ABC			\$ 100.00	•
Total Deductio	in Codes: 13							
+ Previous							🗎 Save &	Exit → Next

Prevent users from deleting bank accounts that are tied to active pay schedules.

If a bank account is associated with an active pay schedule, that bank account cannot be deleted.

Bank Account Sett	ings						
Company Info	Bank Accounts	ints or add new bank accounts from this par	78.				
Access Settings	Q. Filter Table	+ Add Nev	v .				
Payroll	Name	Routing Number	Account Number	Financial Institution	Origin ID	Payer ID	Bank Account cannot be deleted because it is used in at least one pay schedule.
Schedules	BanksyBank Default Account	123456789 000123000	123456789 123456789	Bankity Bank My Bank	1234567897 23-1010101	1234567899 23-0101010	
Codes							
General Ledger							
Employee Services							
Tax Filing Center							
Notification Settings							

Baxter the Brave +								Lauren Teuber	Account Settings Sign Out
Home Employees	Payroll Pay History	Tax Filing Center Year-End Forms	Reports Settings						
Payroll Codes									
	KARéNSA HALDE Digital Employee Folder	RMAN							
	Payroll Codes	General Ledger Allocation							
	Earnings								
	Code ¢	Pay Stub Name 🗢	Calculation Method ¢	Department ¢	Work Location \$	Position ¢	Tax Type 🌣	Amount ¢	
	HOURLY	HOURLY	Hourly	999	PRIMARY		Regular	\$ 10.00	8
Employment	+ Add Earning Benefits								
Personal	Code \$	Pay Stub	Name ¢	Calculatio	Method \$	Work Location \$	Amount @	Arrears Balance ¢	
Daving II	Test Benefit Code EF	Test Benel	it Code Employee Family	Fixed Amo	int	SECONDARY	\$ 1,000.00	\$ 1,000.00	8
Payroll	Test Dental EF	Test Denti	I Employee Family	Fixed Amo	int	SECONDARY	\$ 250.00	\$ 0.00	8
Codes	Test for Pretax	Test for Pr	etax	Fixed Amo	int	SECONDARY	\$ 1,000.00	\$ 0.00	a
Tax Parameters	+ Add Benefit								
Timesheets	Deductions								
	Code ©		Pay Stub Name 🌣		Calculation Method ©		Amount @	Arrears Balance \$	
Time Off	Test Benefit Code EF		Test Benefit Code Employee Family		Fixed Amount		\$ 1,000.00	\$ 1,000.00	•
	Test Dental EF		Test Dental Employee Family		Fixed Amount		\$ 250.00	\$ 0.00	•
Benefits	Test for Pretax		Test for Pretax		Fixed Amount		\$ 500.00	\$ 0.00	0
Documents	+ Add Deduction	+ Add Garnishment							
	Time Off								
Evaluations	Code ¢	Pa	y Stub Name 🌣	Accrual M	thod ¢	Balance	¢		
	Salary PTO	54	lary PTO	Fixed Annu	illy	0.00			
	+ Add Time Off								
https://www.greenshadesonline.com/EU	Aasox All Rights Res	served. End User Subscription Agreeme	<u>nt</u>					D2	C2WAZRGOWEB02:GO:111864

New Administrative Wage Garnishment types

We've added two new garnishment types: "Other Federal" and "Other State". These are for garnishments that do not fit our pre-existing garnishment types. These garnishments can be set to deduct a minimum amount from disposable earnings as well as a percentage of disposable earnings to withhold.



Other minor UI enhancements

Create Earning Code

Calculation Details

Rate Type	Fixed Amount	
	Contributes to Regular Rate of Pay 😮	_
Earning Category	Other -	•
Default Amount	\$ 50.00 Monthly	•
Default Location	PRIMARY	,
Default Department	Department A	,
Default Position	Pos 1 Dep A Non exempt Salary]

Previous

Next

Х

Recent Updates - 6/23/2020

Ability to assign an employee to a schedule of "none".

This functionality allows you to set an employee to a default schedule of "none". This can be used when you have an employee in our application that is not paid through payroll.

Home Employees	Payroll Pay History Tax Filing Center Year-End Forms Reports Settings
Payroll Codes	
FOR YOUK	O Pey by paper check
NEGATIVIT	Add Account Allocation Type: Find Amount
Employment	Account 1 X Account 2 X
Information	
Login	Routing Number: 000001111 0
Pay Settings	Account Number: 25525522223
Notes	Type Checking Do Not Pay This Employee X Type Checking *
Personal	Abcration Type Trace This mphyse will not be included in any future scheduled psyrum and can not be added to any special special special page near also provide
Payroll	Allsador Amsurt 3 75.00 No
Timesheets	Add direct deposit
Time Off	By clicking saw, this employer is subholding the initiation of credit entries and adjustment debit entries to the excount() liand above. This employer has verified that the information above is accurate and the affected employer has agreed to release the employer ham any liability resulting from any incorrect
Benefits	a finanzia anna
Documents	Pay Schedule
Evaluations	Assign this employee to a pay schedule. Employeen not in a pay schedule cannot be added to any pay runs. If you see changing the pay schedule of an employee in the middle of pay period, you may need to recorde this within the pay run visual. Pay Schedule None - Oc Not Pay Employee - +
	Advanced Setting
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Setting up garnishments for employees

We have enhanced the process to setup a garnishment for an employee. If garnishments are present, they will be listed separately from deductions and include garnishment-specific fields.

Home Employees	Payroll Pay History Ta	x Filing Center Year-End Forms	Reports Settings						
Payroll Codes									
	KARéNSA HALDERM Digital Employee Folder	AN							
	Payroll Codes	General Ledger Allocation							
	Earnings								
	Code ¢	Pay Stub Name \$	Calculation Method \$	Department \$	Work Location \$	Position ¢	Tax Type \$	Amount \$	
	HOURLY	HOURLY	Hourly	999	PRIMARY		Regular	\$ 10.00	
mployment	+ Add Earning								
Personal	Benefits	Pay Stub	Name &	Calculation	Method #	Work Location #	Amount é	Arrears Balance @	
	Test Benefit Code EF	Test Ben	efit Code Employee Family	Fixed Amo	unt.	SECONDARY	\$ 1.000.00	\$ 1.000.00	÷
ayroll	Test Dental EF	Test Den	tal Employee Family	Fixed Amo	int	SECONDARY	\$ 250.00	\$ 0.00	
ordes	Test for Pretax	Test for F	Pretax	Fixed Amo	int	SECONDARY	\$ 1,000.00	\$ 0.00	
ix Parameters	+ Add Benefit								
imesheets	Deductions								
	Code ¢		Pay Stub Name 🌣		Calculation Method ¢		Amount ¢	Arrears Balance ¢	
ime Off	Test Benefit Code EF		Test Benefit Code Employee Family		Fixed Amount		\$ 1,000.00	\$ 1,000.00	•
	Test Dental EF		Test Dental Employee Family		Fixed Amount		\$ 250.00	\$ 0.00	
enefits	Test for Pretax		Test for Pretax		Fixed Amount		\$ 500.00	\$ 0.00	
Documents	+ Add Deduction +	- Add Garnishment							
	Time Off								
valuations	Code \$,	'ay Stub Name 🗢	Accrual M	thod a	Balance	•		
	Salary PTO	5	alary PTO	Fixed Annu	ally	0.00	•		
					*				
	+ Add Time Off								

Baxter the Brave -								Lauren Teuber Acco	ount Settings Sign Ou
Home Employees	Payroll Pay History	Tax Filing Center Year-End Forms	Reports Settings						
G									
Payroll Codes									
	code o	ray stup Name 👳	Calculation method @	Department o	WORK LC	ocation @ Position @	iax iype 🌩	Amount ©	
	HOURLY	HOURLY	Hourly	999	PRIMAR	Ŷ	Regular	\$ 10.00	Û
Employment	+ Add Earning								
Descend	Benefits								
Personal	Code ¢	Pay Stub	Name ¢		Calculation Method #	Work Location #	Amount ¢	Arrears Balance ¢	
Deurall	Test Benefit Code EF	Test Bene	fit Code Employee Family		Fixed Amount	SECONDARY	\$ 1,000.00	\$ 1,000.00	8
Payroll	Test Dental EF	Test Dent	tal Employee Family		Fixed Amount	SECONDARY	\$ 250.00	\$ 0.00	8
Codes	Test for Pretax	Test for P	retax		Fixed Amount	SECONDARY	\$ 1,000.00	\$ 0.00	8
Tax Parameters	+ Add Benefit								
Timesheets	Deductions								
	Code \$		Pay Stub Name ¢		Calculation M	ethod \$	Amount ¢	Arrears Balance \$	
Time Off	Test Benefit Code EF		Test Benefit Code Employee Family		Fixed Amount		\$ 1,000.00	\$ 1,000.00	
	Test (or Destau		lest Dental Employee Family		Fixed Amount		\$ 250.00	\$ 0.00	
Benefits	lest for Pretax		lest for Pretax		rixed Amount		\$ 300.00	2 0.00	
Documents	+ Add Deduction								
	Garnishments								
Evaluations	Code ‡	G	arnishment Type 🗢		Calculation Method \$			Amount ¢	
	A12345	C	hild or Spousal Support Garnishment		Fixed Amount			\$ 50.00	8
	+ Add Garnishment								
	Time Off								
	Code ¢	P	ay Stub Name ¢		Accrual Method \$		Balance @		
	Salary PTO	S	alary PTO		Fixed Annually		0.00		0
	+ Add Time Off								

Update to the ordering of taxes when viewing an employee's paystub

When viewing a paystub we will display the taxes being paid during the pay period alphabetically followed by taxes that have not been paid alphabetically.

Taxes					
Code Name 🗢	Pay Stub Name 🗢	Year To Date \$ Arrear	s Balance 🗢 🛛	Amount \$	
Employer Social Security Tax	Employer Social Security Tax	\$ 4,636.53	\$ 0.00	\$ 1,636.92	Clear
Employer Medicare Tax	Employer Medicare Tax	\$ 1,084.35	\$ 0.00	\$ 382.83	Clear
Federal Income Tax	Federal Income Tax	\$ 16,869.06	\$ 0.00	\$ 8,346.44	Clear
Social Security Tax	Social Security Tax	\$ 4,636.53	\$ 0.00	\$ 1,636.92	Clear
Medicare	Medicare	\$ 1,084.35	\$ 0.00	\$ 382.83	Clear
Additional Medicare	Additional Medicare	\$ 0.00	\$ 0.00	\$ 0.00	Clear
Federal Unemployment Tax	Federal Unemployment Tax	\$ 42.00	\$ 0.00	\$ 0.00	Clear
Florida State Unemployment Tax	Florida State Unemployment Tax	\$ 0.00	\$ 0.00	\$ 0.00	Clear
New York Employer Compensation Expense Tax	New York Employer Compensation Expense Tax	\$ 0.00	\$ 0.00	\$ 0.00	Clear
New York SDI	New York SDI	\$ 0.00	\$ 0.00	\$ 0.00	Clear
Totals		\$ 28,352.82	\$ 0.00	\$ 12,385.94	

Cancel

Save

Fixed amount earning enhancements

We've made the process of adding a fixed amount earning more flexible. When creating the earning code, we now provide the ability to specify the default amount and frequency in which it should be paid.

Create Earning C	ode			×
Calculation Details				
Rate Type	Fixed Amount	•		
	Contributes to Regular Rate of Pay 💡			
Earning Category	Other	•	0	
Default Amount	\$ 50.00 Monthly	•	0	
Default Location	PRIMARY	•		
Default Department	Department A	¥		
Default Position	Pos 1 Dep A Non exempt Salary	•		

Previous

Next

Recent Updates - 6/17/2020

Our payroll dashboard now has a section called "Calculators". This page is accessible from the payroll dashboard.

The calculators are available through a new button on the payroll dashboard that hosts our Gross Up Calculator and a "What-if" scenario-based calculator.

Home Employees	Payroll Pay History	Tax Filing Center	Year-End Forms	Reports	Setting	s		00 0 M (4	
yroll Dashboard									
Progress: WEEKLY FOR PRET	AX Pay Period: 05/31/202	0 - 06/06/2020	Continue P	ay Run 🔞	r I				Vie
Progress: Weekly			Castinus	- Dec		Recent Pay Runs			
neck Date: 06/19/2020	Pay Period: 06/07/202	0 - 06/13/2020	Continue	ay run		Check Date: 06/30/2020	Total Amount:	\$ 3,311.59	View
						Check Date: 06/15/2020	Total Amount:	\$ 714.45	View
pcoming Pay Runs						Check Date: 06/12/2020	Total Amount:	\$ 3,558.39	View
						Check Date: 06/05/2020	Total Amount:	\$ 1,107.37	View
Weekly	Check Date:	06/19/2020	Pay Period:	06/07/2020 06/13/2020					View /
WEEKLY FOR PRETAX	Check Date:	06/19/2020	Pay Period:	06/07/2020 06/13/2020		Other Payroll Actions			
					_	Run Special Pa	roll		Reports
				_		Calculators		Ve	id Checks

en the Magnificent -) Home Employees Payroll Pay History Tax Filing Center Year-End Forms Reports Setting	Lauren Teuber Account Settings Sig
lculators	
What If Calculator Calculate an employee's gross to net wages after taxes for changes to earnings, deductions or work location.	Gross-Up Calculator Calculate the values needed to pay an employee a fixed or pre-determined net wage.
View Calculator	View Calculator

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Ability to specify a net amount to pay an employee and calculating the gross wages needed to pay that amount.

D2C2WIAXDEVSANDBOX3-GO-3004

This functionality allows you to enter a net amount and be able to calculate up what needs to be paid in gross wages.

Home Employees Payroll Pay Histor	r Tax Service Year-End Forms Reports Setti	ings			
alculators					
Gross-Up Calculator				Results	e
Calculate the values needed to pay an employee a fixed or pre	determined net wage.			DYANI SOUJER	
Select an Employee DYANE SQUER	Q Clear All			Employee ID: AAHDS001 Department	
General Information				Position	
	teck Date 06/16/2020			Check Date Pay Frequency Work Location	06/16/2020 Eweekly
Føy	requercy .			SALARY	\$ 2.669.52
We	Location Anzona Work Location •			Gross Pay	\$ 2,669.52
				RCA	(\$ 165.51)
Eamings				Medicare	(5.38.71)
	Earning Code Net Par	2		Additional Medicare	(\$ 0.00)
	TALANY .	\$2,000,00		Arizona State Tax	(\$ 72.00)
				Arizona State Tax	(\$ 0.00)
	+ Add			Net Pay	\$ 2,000.00
Voluntary Deductions					
	Deduction Code: Amoun			Calculated: 06/16/20	020 09:58 A.M
	[202007]				
	+ Add				
dit Benefit & Deduction	Reset Values Catcut	de	×		
dit Benefit & Deduction	Reset Values Calcul Code	de	×		
dit Benefit & Deduction enefit Details	Reset Values Calcos Code Test Benefit Code EC	the	×		
dit Benefit & Deduction enefit Details Code Pay Stub Name	Reset Values Calor Code Test Benefit Code EC Test Benefit Code Employee Child		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description	Reset Values Calco Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description	Reset Values Calcor Code Itest Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description	Reset Values Calcor Code Itest Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description Benefit Category	Reset Values Calcor Code Image: Code EC Image: Code Employee Child Created with the health insurance wizard Other		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description Benefit Category alculation	Reset Values Color Code E Test Benefit Code EC E Test Benefit Code Employee Child Created with the health insurance wizard Other E		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description Benefit Category alculation Calculation Method	Reset Values Color Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Other Fixed Amount		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description Benefit Category alculation Calculation Method Employer Contribution	Reset Values Color Code Itest Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Other Fixed Amount \$ 800.00		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description Benefit Category alculation Calculation Method Employer Contribution Tax Type	Reset Values Color Code Itest Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Other Fixed Amount § 800.00 Section 125 Plan		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description Benefit Category alculation Calculation Method Employer Contribution Tax Type	Reset Values Color Ext. Benefit Code EC Test Benefit Code Employee Child Test Benefit Code Employee Child Created with the health insurance wizard Other State Fixed Amount \$ 800.00 Section 125 Plan Apply before taxes •		×		
dit Benefit & Deduction enefit Details Code Pay Stub Name Description Benefit Category alculation Calculation Method Employer Contribution Tax Type	Reset Values Calor Code E Test Benefit Code EC E Test Benefit Code Employee Child C Created with the health insurance wizard C Other S 800.00 Section 125 Plan Apply before taxes • Imputed Income • Imputed Income •		×		
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Ability to run a "what if" scenario and see what an employee's paycheck would look like if certain changes are made.

This functionality allows you to enter an amount and be able to calculate what exactly needs to be paid. The output of this can be printed and provided to employees.

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New Report – Codes assigned by Employee

The Code Assignments report shows all payroll codes currently assigned to employees. This report can be filtered based on code type (benefit, deductions, etc.) and list the details associated with it (employee ID, code name, amount, rate, start/end date). This report can be accessed through the "Reports" section of the payroll dashboard.

Recent Updates – 5/22/2020

Liability Report Date Range Changes:

You can now view your liability report by custom date ranges or preset date ranges (including quarterly, yearly and the past 30 days).

Home Employees Payroll Pay History	Tax Filing Center Year-End Forms	Reports Settings			
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	Life test 2020	Deduction		\$ 0.00	
	Medicare	Tax	Employee	\$ 118.46	

Ability for admins to set accrual maximums for time off codes that are accrued on an hourly, per pay run basis. This is particularly useful for clients in California where they may need to be able to set an accrual maximum on time off codes in payroll:

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Remove \$0 checks from pay run:

Admins will be alerted at the end of the pay run of employees that have no net wages. We now provide the option to remove those employees from the pay run by being able to select a list of employees presented at the end of the pay run.

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New FFCRA Report available:

In the payroll module, we now have a payroll report to assist clients with FFCRA. The FFCRA Liability Adjustment Report details the liabilities and FFCRA credits for a selected time period. We've also calculated the adjusted liability and these values can be used when completing Form 941 and/or Form 7200.

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Pay Run Name: SemiMonthly Pay Period: 03/16/2020 - 03/31/2020 Check Date: 04/15/2020	Federal Income Tax		\$ 871.77	
Change	Employer Social Security		\$ 506.49	
	Employee Social Security		\$ 506.49	
	Employer Medicare		\$ 118.46	
	Employee Medicare		\$ 118.46	
Copyright © 2003-2020 Greenshades Software. All Rights	Reserved. End User Subscription Agreeme	ent		D2C2WAZRSTGWEB02:GO:11186455

Addition of Garnishment reports top the existing payroll reports list:

Garnishments is now available in the reports section of payroll in addition to the payroll reports package.

and the prove -				
Home Employees P	Payroll Pay History Tax Filing Center	Year-End Forms Reports Settings		
yroll Reports				
Liability Report				View Report
General Ledger Report				View Report
Employee Changes Rep	port			View Report
Employee Arrears Repo	ort			View Report
Garnishment Post Pay F	Run Report			View Report
Garnishment Post Pay F ght © 2003-2020 Greenshades	Run Report	scription Agreement		View Report
Garnishment Post Pay F ght © 2003-2020 Greenshades ter the Brave ↓	Run Report s Software. All Rights Reserved. End User Subs	scription Agreement		View Report D2C2WA2R5TGWE802-G Lauren Teuber Account Settings S
Garnishment Post Pay F ght © 2003-2020 Greenshades ter the Brave ↓) Home Employees P	Run Report s Software. All Rights Reserved. End User Subs Payroll Pay History Tax Filing Center	scription Agreement Year-End Forms Reports Settings		View Report D2C2WA2ESTGWER02-G Lauren Teuber Account Settings S
Garnishment Post Pay F ght © 2003-2020 Greenshades ter the Brave → → Home Employees P rnishment Post Pa	Run Report s Software. All Rights Reserved. End User Subs Payroll Pay History Tax Filing Center ay Run Report	scription Agreement Year-End Forms Reports Settings		View Report D2C2WA2ESTGWE802-0 Lauren Teuber Account Settings S
Garnishment Post Pay F ight © 2003-2020 Greenshades ter the Brave + Mome Employees P rnishment Post Pa eport shows your garnishments for a	Run Report s Software: All Rights Reserved. End User Subs Payroll Pay History Tax Filing Center ay Run Report a given pay run. You can select a pay run to view beke	scription Agreement Year-End Forms Reports Settings ow.		View Report DCC2WAZESTOWE02-6 Lauren Teuber Account Settings S
Garnishment Post Pay F ight © 2003-2020 Greenshades ter the Brave + Home Employees P irnishment Post Pa report shows your gamishments for a / Run: SemiMonthly report shows your gamishments for a / Run /	Run Report s Software. All Rights Reserved. End User Subs Payroll Pay History Tax Filing Center ay Run Report a given pay run. You can select a pay run to view belo	scription Agreement Year-End Forms Reports Settings ow.		View Report
Garnishment Post Pay F ght © 2003-2020 Greenshades ter the Brave + P Home Employees P rnishment Post Pa eport shows your garnishments for a Run: SemiMonthly cride: 03/15/2020 - 03/31/2020 to that: 04/15/2020 d Time: 04/10/2020 10.25 AM ect Pay Run Filter Table	Run Report s Software: All Rights Reserved. End User Sub- Payroll Pay History Tax Filing Center ay Run Report a given pay run. You can select a pay run to view belo	scription Agreement Year-End Forms Reports Settings ow.		View Repor
Garnishment Post Pay F ght © 2003-2020 Greenshades ter the Brave ► P Home Employees P rnishment Post Pa sport shows your garnishments for a method (1/6/2020 - 03/31/2020 10 bet: 04/15/2020 10.25 AM et Pay Run Filter Table	Run Report s Software: All Rights Reserved. End User Sub Payroll Pay History Tax Filing Center ay Run Report a given pay run. You can select a pay run to view belo Employee Name	scription Agreement Year-End Forms Reports Settings ow.	State	View Report
Garnishment Post Pay F ght © 2003-2020 Greenshader ter the Brave → Home Employees P rnishment Post Pa eport shows your garnishments for a Run: SemiMonthly teriod: 03/16/2020 - 03/31/2020 to date: 04/10/2020 1025 AM lect Pay Run Filter Table hoyee ID EV0001 EV0001	Run Report s Software: All Rights Reserved. End User Sub Payroll Pay History Tax Filing Center ay Run Report a given pay run. You can select a pay run to view bec group to the select a pay run to view bec EDRED WORKS E DRED WORKS E DRED WORKS	scription Agreement Year-End Forms Reports Settings ow.	State FED AS	View Report D2C2WA2RSTOWER2.G Lauren Teuber Account Settings S Mount \$ 15.00 \$ 20.00
Garnishment Post Pay F ight © 2003-2020 Greenshades ter the Brave ↓ Home Employees P rnishment Post Pa eport shows your garnishments for a Run: SemiMonthly retried: 02/16/2020 - 03/31/2020 k bate: 04/15/2020 - 03/31/2020 k bate: 04/15/2020 - 03/31/2020 k bate: 04/15/2020 - 03/31/2020 k hat: 04/15/2020 k hat: 04/1	Run Report s Software: All Rights Reserved. End User Sub Payroll Pay History Tax Filing Center ay Run Report a given pay run. You can select a pay run to view belo Enployee Name ELDRED WORKS ELDRED WORKS ELDRED WORKS ELDRED WORKS	scription Agreement Year-End Forms Reports Settings ow. Case Number 98416312 asdaad 125545	State FED AS FED	View Report DCCWA2ESTONE02-0 Lauren Teuber Account Settings S Amount \$ 15.00 \$ 20.00 \$ 50.00

Clarifying the ACH file warnings on the post pay run screen:

We've added some additional information to the existing warning when the number of employees in an ACH file doesn't match the number of employees whose settings indicate they should be receiving a direct deposit as the result of a pay run. In the case where an employee was included in a pay run but has a \$0 net check, we're explaining that because they don't have anything to deposit and thus aren't included in the file.



Add additional information on the "Review and Submit" step of the pay run:

On the final step of the pay run, we display how many paper checks will be generated and how many direct deposits will be included in the ACH file so the admin can catch and correct any errors prior to submitting the pay run. (Also note: the code summaries at the top are now in alphabetical order!)

Par	Home Empl	oyees Payroll Pay	/ History	Tax Filing Ce	enter Year-End Fo	rms Reports Se	ttings				Lauren Teuber Accour	nt Settings Sign Out
Pay	Schedule: BiW	eekly Check	Date: 11/	15/2019	Pay Period: 1	0/27/2019 - 11/09	9/2019					Cancel Pay Run
E	mployees	Hours	. (⊘〉	Earnings	Deduction	tions 📀	Benefits	$ \diamond $	Arrears	Review Subm	1& 7 iit 7
Tot Ear F Dei 1 9 F	al Employees: 9 nings nixed Test Code: \$ 4,615. ductions 234579: \$ 100.00 8416312: \$ 15.00 IEALTH EC: \$ 400.00 ife test 2020: \$ 0.00	38			Estimated To HOURLY: \$ 126545: \$ 5 arrears test Laz Sample test arrears	tal Cost: \$ 29,254.08 0.00 0.00 guy: \$ 800.00 Health Ins EO: \$ 4.00 dude: \$ 1,800.00			Estimated Total SALARY: \$ 21, 401K Test 202 asdasd: \$ 20,0 LIFE: \$ 0,00	Tax: \$ 7,263.57 582.70 0: \$ 0.00 0		
Ber a L	nefits rrears test guy: \$ 550.00 ife test 2020: \$ 0.00	1			HEALTH EO test arrears	\$ 400.00 dude: \$ 2,000.00			Laz Sample H Trad401K: \$ 0.	alth Ins EO: \$ 6.00 00		
٩	Filter Table		Total E	mployees: 9	Paper Paycheck: 2	4 Direct Deposit:	74					<u>*</u>
¢	Employee ID 💠	Employee Name 💠	Hours 🗢	Minutes ¢	Gross Pay 🗢	Taxable Wages 💠	Deduction Total 🗢	Employee Taxes 💠	Net Pay 💠	Benefits Total 🗢	Employer Taxes 💠	View Paystub
	AFSLP001	LATONYA PEPPER	0	0	\$ 4,615.38	\$ 4,615.38	\$ 0.00	\$ 1,201.63	\$ 3,413.75	\$ 0.00	\$ 380.76	View * Paystub
	AFSEG001	DELWOOD GARRETT	80	0	\$ 1,923.08	\$ 1,873.08	\$ 50.00	\$ 254.44	\$ 1,618.64	\$ 50.00	\$ 154.53	View Paystub
	AFSDM001	DOREEN MCSWEENEY	80	0	\$ 1,923.08	\$ 1,873.08	\$ 50.00	\$ 363.93	\$ 1,509.15	\$ 50.00	\$ 154.53	View Paystub
← I Copyr	Previous ight © 2003-2020 G	reenshades Software. Al	l Rights Res	erved. End Us	er Subscription Agre	ement					H Save & E	Exit → Submit

Add real-time success/error messages through payroll:

The payroll module will now include toast messages when user actions are successful or fail, but we don't want to interrupt the user. You can read more about the philosophical differences between the two here, but here's what it looks like in payroll:

Baxter	Bacter the Brave + QA Testing (Impersonated by (IARARON) Account Settings: Sign Dot.											
e	Home Employees Payroll PayHistory Tax Filing Center Year-End Forms Reports Settings											
Payr	oll											
Pay S	ay Schedule: BiWeekly Check Date: 11/15/2019 Pay Period: 10/27/2019 - 11/09/2019 Cancel Pay Ran											
•	Employees 🥏	Hours	2 Earnings	 	Deductions 🔗	Benefits 🥏	Arrears	 	Revie	w & Submit	4	9
	Total Emp	ployees	Uniq	ue Hours Codes	То	tal Hours				compare to	ast Fay	101
Q Fill		Add Hours 🗸	C Refresh Timesheets						- 1			*
	Employee ID 💠	Add Hours							×	linutes 💠		
	AFSER001	Add details to the selected employee to add	new hours								3 8	•
	AFSEG001	Employee ID & Employee Name &	Earning Code 🛊	Pay Stub Name 🏾	Position ¢ Department ¢	Location \$	Hours ¢ Minutes ¢		- 18		9 8	
	AFSDM001	AFHEW001 ELDRED WORKS	Cash Money	 Cash Money 	Pos 1 Dep A Non exempt 2500	✓ PRIMARY	• 1 0	Remove			8 8	
	AFSDK001	Previous						Add Co	des		8 8	
	AFS8K001	ABCDEEGHUKLMNOPORSTUWWXYZ4	JHLAN1	* Jaialy	Pos I Dep R Non exempt salary	Department A	PORH		_		8 8	
	AFSBA001	BURDONELL ACEVES	SALARY	✓ Salary	Pos 1 Dep B Non exempt Salary	Department A	- PRIMARY	• 80				
	AFSAE001	ARTHUR STATS	SALARY	✓ Salary	Pos 1 Dep B Non exempt Salary	Department A	• PRIMARY	• 81			a o	
	AFHKE001	KARTIKEYA ESPIN'OZA		✓ Salary	Pos 2 Dep A Non exempt Hourly	Department A	PRIMARY	• 80				
	AFHEW001			✓ Salary	Pos 2 Deo & Non exempt Hourly	Department A	• PRIMARY	• 80				
		ELDED WORKS		- Salari	Para 1 Day 1 Mar annual Falary		-					
Ľ					Posit Dep A non exempt salary	Lochson en v	- Passan	E			_	
Total Hou	ar Codes: 0											
+ Pre	vious Last Saved	I: 1:09:05 PM								M Save & B	at	→ Next
Capyright © 2003-2020 Greenshades Software. All Rights Reserved. End User Subscription Agreement D2CRWJ25GW												

Recent Updates - 5/12/2020

Navigation:

Greenshadesonline.com > Employees > Select Employee > ACA Details > Offers and Enrollment

Enhanced Feature

Platform users with a basic Payroll package (does not contain Benefits) will now be able to manage self insured dependent coverage information that is needed for end of year reporting on the 1095-C form. Administrators are now able to enter dependent enrollment information for any self insured medical coverage the employee was enrolled into.

System Dashboard +			QA Onboarding User	(impersonated by: KMCGINNIS) Account Settings Sign Out
Home Employees	Payroll Pay History Year-End Forms Reports	Settings		
Employee Manag	ement			
	TIRION LANISTER			
	Digital Employee Folder			
	Plan Offer and Enrollment			
	This grid displays your employee's current plan healt	hcare offers and enrollment. Add an Offer and	Enrollment below and then select a plan code from	the drop down list to indicate the coverage level
	if you follow a non-calendar plan year. You may not,	however, have overlapping dates of offers with	in the same plan group or enrollment across all pla	in groups. To indicate that an employee enrolled in
	the offered coverage for a given date range, please c	heck the "Enrolled" checkbox.		
Employment	Filter by Year 2020 🗸			
Information	Plan Code Plan Group Name	Start Date	End Date	Employee-Only Monthly Cost Enrolled?
Login	ACA MEC IC Populate	01/01/2019	Ongoing	\$5.00 ×
Day Sottings	ACA MEC + MVP IA Populate	01/01/2019	Ongoing	\$1.00 ×
ray settings	BEN4 EF	01/01/2019	Ongoing 📫	\$5.00 ×
Notes	Kyle Test EO Kyle Test EO	01/01/2019	Ongoing 🗎	\$1.00 ×
Personal	+ Add New Offer Dates and Costs			
Payroll	Dependent Enrollment			
Timesheets	If your organization is providing self insured coverag	e, then the individuals covered will need to be	reported on Part III of the 1095-C form at the end	of the year. Use the space below to enter any
7	Spouse-typed dependents are not shown because the	purpose. e emplovee was not offered anv Emplovee + Si	pouse or Employee + Family coverage level types.	
Time Off	AndAnother Child - Child - DOB 8/1/20	000		
ACA Details	Plan Code	Plan Group Name	Start Date	End Date
Documents	+ Add New Enrollment			
Evaluations	Another Child - Child - DOB 8/3/2009			
Lindudons	Plan Code	Plan Group Name	Start Date	End Date
	+ Add New Enrollment			
	bees bees - Child - DOB 10/18/2019			
	Plan Code	Plan Group Name	Start Date	End Date
	+ Add New Enrollment			
	Kid Westbrooks iack - Child - DOB 1/26	5/1990		
	Plan Code	Plan Group Name	Start Date	End Date
	+ Add New Enrollment			
				Save
	I			

This data will also display on the ACA details page for the employee to track what will display on the 1095-C Part III.

Covered Individuals Details 1095-C Part III

The Covered Individuals details below are displayed for the selected plan year. This information will be populated within Part III of the employee's 1095-C from.

First Name	Last Name	Relationship Type	January	February	March	April	May	June	July	August	September	October	November	December
AndAnother	Child	Child												
Another	Child	Child												
bees	bees	Child												
Kid	Westbrooks jack	Child												
Riley	Test	Sibling												
Spouse	Westbrooks	Spouse												
TIRION	LANISTER	Self	1	1	1	~								
TIRION	WESTBROOKS	Self	✓	✓	✓	1								

Recent Updates – 4/20/2020

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Ability To Specify A Deduction So That The Deduction Is Made Before Taxes Are Withheld.

This functionality allows you to have a deduction come out before taxes are withheld.

Note: This will not impact an employee's tax calculation if enabled.

Deductio	n Details		
Deddeddo			
	Rate Ty	Pixed Amount	
	Deduction Catego	ry	• 😣
	Employee Deducti	\$ 0.00	
		Apply before taxes 😌	
Previou	_		
	C I		Nevt
	S		Next
	s		Next
Edit Bene	s fit & Deduction	Code	Next ×
Edit Benefi Benefit Details	s fit & Deduction	Code	×
E dit Bene f Benefit Details	fit & Deduction	Code Test Benefit Code EC	Next
Edit Benefi Benefit Details	S fit & Deduction Code Pay Stub Name	Code Test Benefit Code EC Test Benefit Code Employee Child Test Benefit Code Employee Child	Next ×
Edit Benet	S fit & Deduction Code Pay Stub Name Description	Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard	× .
Edit Benefi Benefit Details	S fit & Deduction Code Ray Stub Name Description	Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard	× .
Edit Benefi Benefit Details	S fit & Deduction Code Ray Stub Name Description Benefit Category	Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Other	×
Edit Benef Benefit Details	S fit & Deduction Code Pay Stub Name Description Benefit Category	Code Test Banefit Code EC Test Banefit Code Employee Child Created with the health insurance wizard Other	×
Edit Benei Benefit Details Calculation	S fit & Deduction Code Pay Stub Name Description Benefit Category Calculation Method	Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Other Fixed Amount	× ·
Edit Benei Benefit Details	S fit & Deduction Code Pay Stub Name Description Benefit Category Catculation Method Employer Contribution	Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Other Fixed Amount S 800.00 Code = 100 Fixed	×
Edit Bene(S fit & Deduction Code Ray Stub Name Description Benefit Category Calculation Method Employer Contribution Tax Type	Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Other Fixed Amount Section 125 Plan	×
Edit Benefi Benefit Details	S fit & Deduction Code Pay Stub Name Description Benefit Category Calculation Method Employer Contribution Tax Type	Code Test Benefit Code EC Test Benefit Code Enployee Child Created with the health insurance wizard Other Fixed Amount Sa00.0 Section 125 Plan	×
Edit Benef Benefit Details Calculation	S Fit & Deduction Code Ray Stub Name Description Benefit Category Calculation Method Employer Contribution Tax Type	Code Test Benefit Code EC Test Benefit Code Enployee Child Crested with the health insurance wizard Cther Fixed Amount S 80000 Section 125 Plan Apply before taxes Imputed Income Imputed Imputed Income Imputed Income Imputed Imputed Income Imputed I	X I
Edit Benef Benefit Details Calculation	S fit & Deduction Code Ray Stub Name Description Benefit Category Calculation Method Employer Contribution Tax Type	Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Created with the health insurance wizard Other Fixed Amount Section 125 Plan Apply before tases • Imputed Income •	X I
Edit Benefi Benefit Details Calculation	S Fit & Deduction Code Pay Stub Name Description Benefit Category Calculation Method Employer Contribution Tax Type Rate Type Deduction Category	Code Test Benefit Code EC Test Benefit Code Employee Child Created with the health insurance wizard Cother Fixed Amount S 80000 Section 125 Plan Apply before taxe: Imputed Income Imputed	X X
Edit Benei Benefit Details Calculation	S fit & Deduction Code Pay Stub Name Description Benefit Category Calculation Method Employer Contribution Tax Type Rate Type Deduction Category Employee Deduction	Code Test Banefit Code EC Test Banefit Code Employee Child Created with the health insurance wizard Cother Fixed Amount Section 125 Plan Apply before taxe: Fixed Amount Cother Cother Section 255 Plan ×	
Edit Benef Benefit Details Calculation	S fit & Deduction Code Pay Stub Name Description Benefit Category Calculation Method Employer Contribution Tax Type Rate Type Deduction Category Employee Deduction	Test Banefit Code EC Test Banefit Code Employee Child Test Banefit Code Employee Child Casted with the health insurance wizard Other Fored Amount S 800.00 Section 125 Plan Apply before taxe: • Imputed Income • Fixed Amount Other Cother	X

Add/Change Employee Schedule from Employee Card

• You can now access the employee schedule directly from the employee card.

Home Employees	Payroll Pay History Tax Service Year-End Forms Reports Settings	
Employee Manager	ment	
	FALLON MESSICK Digital Employee Folder	
	Direct Deposit	
	Here you can modify how the employee is currently being paid. If you wish to make any changes, simply enter in new information below and click 'sawe' at the bottom of this section.	
	Yey by carect deposit Pay by paper check	
Employment	+ Add Account	
Information	Account 1 ×	
Login		
Pay Settings	Routing Number	
Notes	Account Number	
Personal	Type: Checking •	
Payroll	Allocation Type: Entire Amount	
Timesheets		
Time Off	By clicking save, this employer is authorizing the initiation of credit entries and adjustment debit entries to the account() listed above. This employer has verified that the information above is accurate and the effected employee has agreed to release the employer from any liability resulting from any incoming from	rrect
Benefits	Pay Schedule	
Documents	Assign this employee to a pay schedule. Employees can only be assigned to one schedule at a time. If you are changing the pay schedule of an employee in the middle of pay period, you may need to recorcile this within the pay run wizard. Pay Schedule: BI Weekly work week test:	
Evaluations		H Save

Check ordering

• We've introduced the ability to specify in what order checks are numbered. You can now specify whether to order them alphabetically by an employee's last name, first name or numerically by their employee ID.

Note: In the case where first name and last name match, we will then sort by the employee ID.

Change in the order of columns where General Ledger information is presented.

• We've changed how columns are displayed when viewing and/or changing General Ledger data. We now display Debits in one column followed by Credits. This change is more in line with existing GL setups today.

Entity Code	Account Number	Account Name	Account Type	Debit	Credit
	00-1220-00	00-1220-00	Income	\$ 0.00	\$ 84.06
	00-1220-00	00-1220-00	Income	\$ 8,851.31	\$ 0.00
	00-1235-00	00-1235-00	Income	\$ 0.00	\$ 422.54
	00-1235-00	00-1235-00	Income	\$ 3,717.94	\$ 0.00
	00-2020-00	00-2020-00	Income	\$ 0.00	\$ 1,500.00
	00-2029-00	00-2029-00	Income	\$ 34.06	\$ 0.00
	00-2033-00	00-2033-00	Income	\$ 0.00	\$ 1,840.31
	00-2045-00	00-2045-00	Income	\$ 0.00	\$ 1,744.86
	00-2045-00	00-2045-00	Income	\$ 211.54	\$ 0.00
	00-6010-02	00-6010-02	Income	\$ 1,500.00	\$ 0.00

Ability to send Garnishments information separately to General Ledger.

• We've now made it easier to map Garnishments to GL transactions. Instead of displaying it lumped as one transaction, we now provide the ability to map garnishments down to the agency level.

Seneral Ledger Settings									
eneral ledger entries are created after every pay run. Use the settings below to create mappings for entries for specific general ledger accounts.									
Earnings Benefits Deductions	Taxes Payment Account Garnishments								
General Ledger Mapping: Garnishments									
Add or edit the mapping between gamishments and general ledger ac	counts. Any value not mapped will be included in the default account's total a	ter every nav nin.							
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,								
Q Filter Table_									
4									
Debit Account Name	Cre	lit Account Name	Garnishment Type						
00-1220-00		00-1235-00	Child Support						
00-1235-00		00-1220-00	Student Loan						
THE PLAN AND A									
Les continiappings									

Change employee's payment method before payroll is submitted. Before submitting a payroll, you can now switch an employee's payment method between direct deposit or a paper check. You can only switch between paper check to direct deposit if direct ٠ deposit is already setup for that employee.

Paycheck Summary								
Net Pay: \$ 0.00								
Total Hours: 0 Hour	(s) 0 Minute(s)							
Gross Pay: \$ 0.00								
Total Deductions: \$	0.00							
Total Employee Taxe	as: \$ 0.00							
Payment Method:	Direct Deposit 🗸							
	Paper Check							
	Direct Deposit							