



GREENSHADES
LET US HANDLE THAT

Payroll
Special Payroll: Special Pay Roll Check Date: 10/07/2019 Pay Period: 09/22/2019 - 10/05/2019 [Cancel Pay Run](#)

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 fields. To override any calculated values for submission on this pay run, click edit to enter the desired final values. Please note that once you have clicked Submit, you will be unable to undo or cancel this pay run.

Total Employees: 11	Estimated Total Cost: \$ 17,035.11	Estimated Total Tax: \$ 3,285.32
Earnings: Salary: \$ 6,633.85	HOUR: \$ 9,928.56	
Deductions: Health 2 EF: \$ 687.82	Den ED: \$ 180.00	Health 2 EO: \$ 294.78
Benefits: Health 2 EF: \$ 271.62	Health 2 EO: \$ 181.08	

Payroll Dashboard

Last Payroll
Check Date: 10/07/2019
Pay Period: 09/22/2019 - 10/05/2019

Employee Net Pay:	\$ 13,401.41
Employer Taxes:	\$ 2,018.40
Benefits:	\$ 452.70
Deductions:	\$ 1,162.50

Recent Pay Runs

Check Date: 10/07/2019	Total Amount: \$ 18,302.03	View
Check Date: 10/06/2019	Total Amount: \$ 209.03	View
Check Date: 09/30/2019	Total Amount: \$ 1,083.27	View
Check Date: 09/30/2019	Total Amount: \$ 110.00	View

Run Payroll
Check Date: 10/01/2019 Schedule: Monthly Pay Period: 09/01/2019 - 09/30/2019 [Start Pay Run](#)

Upcoming Pay Runs

Monthly	Check Date: 10/01/2019	Pay Period: 09/01/2019 - 09/30/2019
Monthly	Check Date: 11/01/2019	Pay Period: 10/01/2019 - 10/31/2019

Other Payroll Actions
[Run Special Payroll](#) [Reports](#) [Void Checks](#)

The Greenshades Payroll & HR Platform

A powerful, unified solution for employers and employees alike.

We. Know. Payroll.



Payroll is one of the most critical yet overlooked aspects of running an efficient and effective business. Flawless execution of payroll week after week goes unnoticed. However, make a small error, and the response is immediate and vocal. Increasingly complex regulatory pressures – particularly for multi-state employers – make the job of the payroll professional more challenging than ever. You deserve a partner who can simplify the complex and transform an obstacle into an opportunity.

That's where we come in.

For more than 15 years, Greenshades has been providing exceptional automated payroll, tax reporting, robust employee engagement, and comprehensive compliance solutions to mid-sized employers across North America. Today, through the cloud-based Greenshades Payroll & HR Platform, we can now support your organization on a whole new level.

The Greenshades Payroll & HR Platform delivers an independent payroll experience while maintaining the configurability you need. As a result, you get a truly tailored fit without the expense, overhead, and rigidity of an outsourced payroll provider.

Simplify the Process

System Dashboard | PayrollTest | Account Settings | Sign Out

Home | Employees | Payroll | Pay History | Year-End Forms | Reports | Settings

Payroll

Special Payroll: Special Pay Roll | Check Date: 10/07/2019 | Pay Period: 09/22/2019 - 10/05/2019 | [Cancel Pay Run](#)

Employees ✓ | Hours ✓ | Earnings ✓ | Deductions ✓ | Benefits ✓ | Arrears ✓ | Review & Submit 7

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 fields. To override any calculated values for submission on this pay run, click edit to enter the desired final values. Please note that once you have clicked Submit, you will be unable to undo or cancel this pay run.

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Salary: \$ 6,653.85	HOURLY: \$ 9,928.56	
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Health 2 EF: \$ 687.82	Den EO: \$ 180.00	Health 2 EO: \$ 294.78
Benefits		
Health 2 EF: \$ 271.62	Health 2 EO: \$ 181.00	

Filter Table... | Total Employees: 11 | [Download](#)

Employee ID	Employee Name	Hours	Minutes	Gross Pay	Taxable Wages	Deduction Total	Employee Taxes	Net Pay	Employer Taxes	
AFHEV001	ELDRED WORKS	80	0	\$ 1,538.46	\$ 1,440.20	\$ 98.26	\$ 213.61	\$ 1,226.59	\$ 113.60	Edit
AFSAE001	ATARAH EAKER	80	0	\$ 2,884.62	\$ 2,786.36	\$ 98.26	\$ 213.15	\$ 2,573.21	\$ 229.87	Edit
AFSBK001	BOWMAN KASPAR	80	0	\$ 2,230.77	\$ 2,132.51	\$ 98.26	\$ 379.77	\$ 1,752.74	\$ 175.94	Edit
AFSDK001	DANAE KROPF	55	0	\$ 1,375.00	\$ 1,096.74	\$ 278.26	\$ 83.90	\$ 1,012.84	\$ 90.48	Edit
AFSDM001	DOREEN MCSWEENEY	65	0	\$ 1,495.00	\$ 1,396.74	\$ 98.26	\$ 210.69	\$ 1,186.05	\$ 115.23	Edit
AFSEG001	Elwood Garrett	45	15	\$ 1,448.00	\$ 1,349.74	\$ 98.26	\$ 240.22	\$ 1,109.52	\$ 111.35	Edit
AFSER001	KARENSA HALDEMAN	33	57	\$ 882.70	\$ 784.44	\$ 98.26	\$ 60.01	\$ 724.43	\$ 64.72	Edit
AFSEG001	ELDRICH STURDIVANT	78	31	\$ 2,119.95	\$ 2,021.69	\$ 98.26	\$ 314.10	\$ 1,707.59	\$ 166.78	Edit
AFSFM001	FALLON MESSICK	38	38	\$ 965.83	\$ 867.57	\$ 98.26	\$ 107.74	\$ 759.83	\$ 71.58	Edit
AFSGF001	GIUSEPPINA FONT	65	41	\$ 1,642.08	\$ 1,543.82	\$ 98.26	\$ 195.21	\$ 1,348.61	\$ 127.37	Edit

← Previous | Last Saved: 3:44:40 PM | [Save & Exit](#) | [Submit](#)

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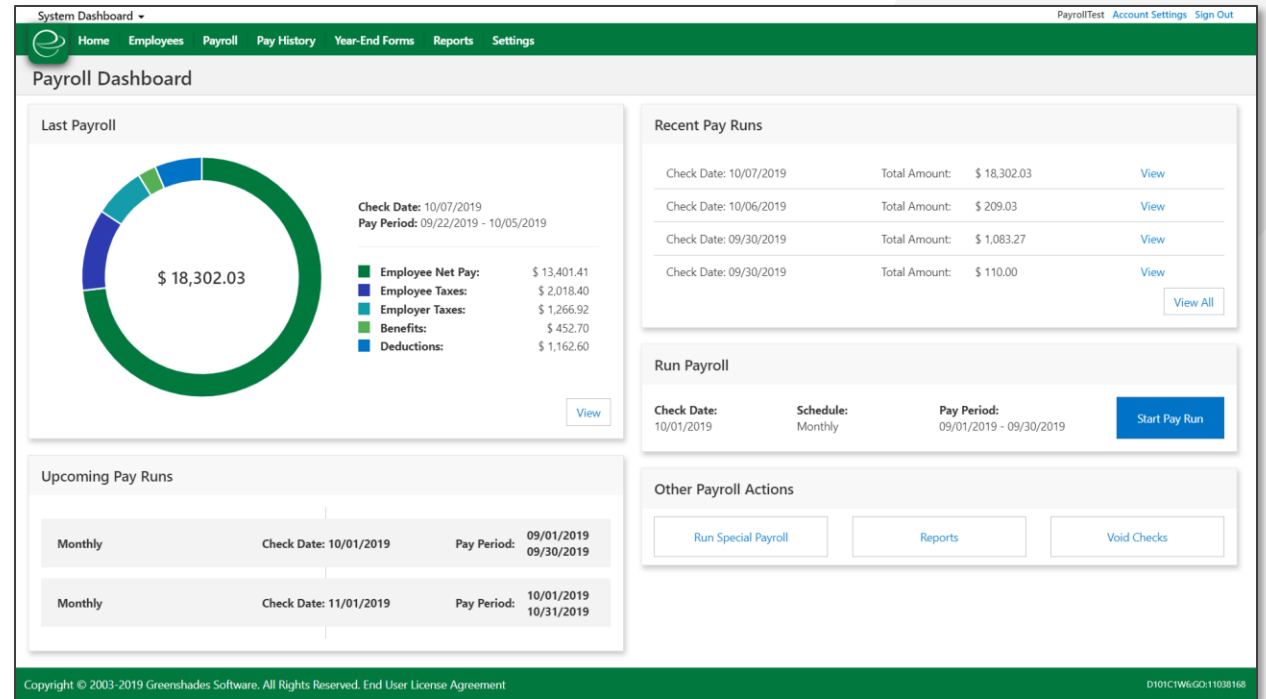


The Greenshades Payroll & HR Platform provides robust employee self-service capabilities that capture an employee's vital tax and benefit information the moment they join the company. Plus, our simple, step-by-step wizard walks you through each payroll run. Greenshades gives you the power and the confidence you need to execute payroll flawlessly with every run.

Improve Visibility



Through our Payroll Dashboard, you'll bring "at-a-glance" simplicity into your entire payroll process. The dashboard provides both a simplified view of your last payroll run by category, as well as one-click access to details on any of your previous runs, placing the information you need at your fingertips. You can also look ahead to upcoming payroll runs and even initiate a run, all through a configurable and straightforward interface.



Comply with Confidence

The screenshot displays the 'Tax Filing Center' interface. The 'Create E-File Return' section includes dropdown menus for 'Type' (Federal Withholding), 'Year' (2019), 'Reporting Frequency' (Quarterly), and 'Reporting Period' (Quarter 1). Below these are fields for 'Jurisdiction Name' (All) and 'United States'. A 'Historical Returns' table shows a tracking number FGG01591964, name KW-5, and jurisdiction KS. An inset window shows a 'W-4 Employee's Withholding Certificate' for 2020, with personal information for KARTIKEYA ESPIN OZA, address 10 Rockefeller Plaza, NY 10020, and marital status 'Single or Married filing separately'.



Whether you employ workers in one location or all 50 states, we've got you covered. Properly assign taxes, manage multiple jurisdictions and reciprocity, and execute flawless returns. Through our Payroll Plus option, we can provide alarms, alerts, and e-mail reminders to tell you exactly when to file and how much to pay. With Greenshades, you can rest assured that payments will be timely, and returns will accurate from the very first time they're submitted.

Painless Posts

The screenshot shows the 'Hour Reconciliation' pop-up window in the Greenshades Payroll & HR Platform. The window title is 'Hour Reconciliation' and it contains the following text: 'The grid below compares the hours in the current pay run to the hours in the previously scheduled pay run.' Below this text is a search bar labeled 'Filter Table...'. The main content is a table with the following columns: Employee Name, Position, Department, Class, Code, Hours on current pay run, Hours on previous pay run, and Change since last pay run. The table lists several employees with their respective details and hour changes.

Employee Name	Position	Department	Class	Code	Hours on current pay run	Hours on previous pay run	Change since last pay run
DELUWOOD GARRETT	POS1B	DEFA	CLASSA	SALARY	80.00	0.00	+80.00
KATHISA HALDERMAN	POS1A	DEFA	CLASSA	SALARY	80.00	0.00	+80.00
KARLETO STURDIVANT	POS1B	DEFA	CLASSA	SALARY	80.00	0.00	+80.00
DANAE KRUFF	POS2A	DEFA	CLASSA	SALARY	80.00	0.00	+80.00
ELDRED WORKS	POS2A	DEFA	CLASSB	SALARY	81.00	0.00	+81.00
FALLON MESSICK	POS1B	DEFA	CLASSA	Hourly	41.00	0.00	+41.00
FALLON MESSICK	POS1B	DEFA	CLASSA	Hourly OT	30.00	0.00	+30.00
FALLON MESSICK	POS1B	DEFA	CLASSA	Hourly DT	20.00	0.00	+20.00
ARTHUR STATA	POS1B	DEFA	CLASSA	Hourly	20.00	0.00	+20.00



We've added automated tax code assignment, automated earning code application, and other features that alert you of errors. Greenshades will even alert you if an employee's work hours for the current period deviate from the average, so you can catch missing time submissions or other errors *before* the payroll run is executed.

Future-Proof Your Investment



As the business grows and technologies change, you may need to make modifications to your HR and finance systems. That's why we designed the Greenshades Payroll & HR Platform to be independent and portable. No rip-and-replace required if you change ERP systems. No UI changes to roll out to your employees, and no aggravation or loss of productivity. Compatible with all editions of Microsoft Dynamics, Greenshades is a solution that works with the system you have in-house today and tomorrow.

End-to-End ERP Solutions:



Dedicated Industry Solutions:



**Additional integrations rolling out quarterly,
plus API connectivity support**

Tailor Your Experience

The screenshot displays the 'Employee Management' page for 'BURDON ACEVES'. The interface is divided into several sections:

- Earnings Table:**

Type	Code	Paystub Name	Department	Work Location	Wage Type	Amount
Salary	SALARY	Salary - Regular	Department A	Location A	Regular	\$ 30,005.00
Hourly	DOUBLETIME	Hourly Doubletime	Department A	Location A	Regular	\$ 0.00
Hourly	HOURLY OT	Hourly OT	Department A	Location A	Regular	
Hourly	Hourly PTO	A Code - Paystub	Department A	Location B	Regular	
- Benefits Table:**

Type	Code	Paystub Name	Work Location
Value	Health High EF	Health High Employee Family	Location A
- Deductions Table:**

Type	Code	Paystub Name	Amount
PercentGross	401k Plan Deduction	Default Paystub	3.00 %

The 'Edit TIPS' modal window is open, showing the following configuration options:

- Code Details:** Code Name (TIPS), Pay Stub Name (Tips), Description (Tips earning code), Wage Type (Reported Cash Tips), Earning Group (Tips).
- Calculation Details:** Rate Type (Fixed Amount), Rate (Contributes to Regular Rate of Pay), Earning Category (Other), Default Amount (\$ 15,000), Default Location (PRIMARY), Default Department (Department A).
- Scheduling Details:** Frequency (Biweekly).



Each organization is unique, so don't settle for an inflexible approach to payroll. With the Greenshades Platform, we make customization a breeze. Through simple on-screen configurations and intuitive employee management capabilities, you can tailor earning codes, benefits, and deductions. Since the Greenshades Payroll & HR Platform is a unified platform, any changes you make will persist across the entire system, eliminating additional code changes or double entry.

Run Payroll Your Way



You'll have access to a complete post-flight checklist that allows you to see a snapshot of the actions you've just taken. The snapshot also provides you with options for additional steps, all according to relevant workflows, policies, procedures, and laws. You have flexibility and control, all while mitigating compliance risks.

The screenshot displays the 'Post-Payroll' section of the Greenshades Payroll & HR Platform. At the top, a navigation bar includes links for Home, Employees, Payroll, Pay History, Tax Service, Year-End Forms, Reports, and Settings. The main content area is titled 'Post Payroll' and features a 'Post Pay Run' summary box with the following details:

Pay Schedule:	Custom Pay Run	Schedule Name:	Custom Pay Run
Check Date:	06/13/2019	Total Employees:	49
Pay Period:	05/26/2019 - 06/08/2019	Total Cost:	\$75,398.41

Below the summary box is a checklist of post-payroll actions:

- Pay Your Employees** (Dropdown arrow)
- View Your Pay Run Register** (49 Total Employees, \$75,398.41 Total Payroll Cost). Description: Your pay run register will contain your pay run information per employee. [View Report](#)
- Download Your Direct Deposit ACH File** (40 Direct Deposits, \$61,549.73 Total Net Wages). Description: Download your ACH file in order to pay your employees via direct deposit. [Download](#)
- Distribute Paychecks or Pay Stubs** (9 Total Employees, \$13,848.68 Total Net Wages). Description: Distribute paper checks yourself or request for Greenshades to Print and Mail these paychecks via Pay History. [Distribute](#)
- [Mark as Complete](#) (Blue button)
- Pay Your Benefits & Deductions** (Right arrow)
- Pay Your Taxes** (Right arrow)
- Post Transactions to the General Ledger** (Marked done on 06/14/2019) (Right arrow)
- Download Your Payroll Reports** (Right arrow)

At the bottom of the interface, a green footer contains the text: 'Copyright © 2003-2019 Greenshades Software. All Rights Reserved. End User License Agreement' and the ID 'D6C1W2.G0.119F79'.

Get Taxes Right, the First Time, Every Time

The screenshot displays the Greenshades Tax Filing Center interface. The top navigation bar includes 'System Dashboard', 'Home', 'Tax Filing Center', 'Year-End Forms', 'Reports', and 'Settings'. The user is logged in as 'Corrina York' with options for 'Account Settings' and 'Sign Out'.

Tax Filing Center - Create E-File Return

Click the drop down menus to get started on building your return.

Type: Federal Withholding
 Year: 2019
 Reporting Frequency: Quarterly
 Reporting Period: Quarter 1
 01/01/2019 to 03/31/2019

Jurisdiction Name: All
 Rebuild Return: United States

Historical Returns

Tracking Number	Name	Jurisdiction
FGG01591964	KW-5	KS

File United States Withholding Form 941 with Schedule B

Greenshades Online is prepared to submit this return on your behalf with employees and wages through 3/31/2019.

Totals

Total	Amount
Total Employees	106
Total 941 Wages	\$611,539.44
Total 941 Income Tax Withheld	\$73,229.66
Social Security Wages	\$611,539.44
Social Security Tips	\$0.00
Medicare Wages	\$611,539.44
Medicare Wages Subject to Additional Tax	\$0.00
Month 1 Liability	\$250,192.73
Month 2 Liability	\$0.00
Month 3 Liability	\$0.00
Cobra Payments	\$0.00
Cobra Recipients	0

Submit Return

← Back Create File



Greenshades also offers a variety of tax-related options for employers of any size. Through the platform, you can automatically generate payment and filing deadlines, track confirmations, even file unemployment, withholding, and new hire returns. Greenshades also empowers you to review and edit information during every step of the process, allowing you to have full control over your reporting, improve accuracy, and add another layer of risk mitigation.

Empower Your Employees



The Greenshades Platform is a powerful tool for Payroll and HR personnel, complete with an equally powerful employee portal component. Through the portal, your team members can access a diverse range of data; PTO balances, pay stubs, notes, notifications, employee directories, and access to benefits programs. There's even an online time clock to record start/stop times. The Greenshades Payroll & HR Platform offers a diversity of capabilities tailored to meet your organization's unique needs.

The screenshot displays the 'Home' dashboard of the Greenshades Payroll & HR Platform. The interface is clean and organized, featuring a green navigation bar at the top with options like 'Employee Home', 'HR Profile', 'Timesheet', 'Time Off', 'Pay History', 'Benefits', and 'Documents'. The main content area is divided into several functional widgets:

- Tasks and Notifications:** A section with filters for 'Message Type' and 'Module', both set to 'All'. It lists tasks and notifications, such as 'Your Benefits has been created and needs your attention' and 'The Handbook document has been updated by an administrator and must be re-signed by 9/30/2019'. Each item includes a date, time, and 'View'/'Remove' links.
- Time Clock:** A central widget showing the current time as 3:54 PM EDT on Tuesday, Sep 24. It displays the last clock-in time as '0 hours 7 minutes starting at 9/24 2:44 PM'. Below the time, there are dropdown menus for 'Time Code' (set to 'Hourly') and 'Location' (set to 'Location C'), and a prominent 'Clock In' button.
- Employee Directory:** A search bar with the placeholder 'Search by Name' and a 'View Complete Directory' link. Below it, a list of employee names is visible: Adeola Stilwell, AMAL CRANFORD, and Anthony Griffey.
- Time Off Balance:** A widget with a green arrow icon and a dropdown arrow, indicating the user's current PTO balance.
- Your Most Recent Paystub:** A widget with a document icon and a dropdown arrow.
- Co-Workers Taking Time-Off:** A widget with a calendar icon and a dropdown arrow, showing a table with columns for 'Employee' and 'Period'. Checkboxes for 'Show Just My Department' and 'Show Just My Location' are present.
- Employee Discount Program:** A widget with a green gear icon and a dropdown arrow.

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Encourage Employee Self-Service

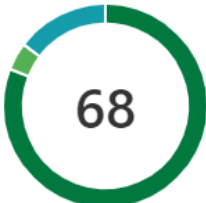
Open Enrollment

Select the event you would like to manage:

Open Enrollment: Open Enrollment 2019

Plan Period: January 1, 2020 - December 31, 2020
Available Benefits: BCBS, BCBS of IL, Cafeteria Plan, HSA
Eligible Benefit Packages: Full Time

[Review Elections](#) [Edit Event](#)



68

Not Started:	55	View Details
In Progress:	3	View Details
Completed:	10	View Details

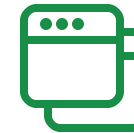
Important Dates To Remember

Open Enrollment began:
January 1, 2020

Deadline for employees to enroll or waive coverage:
January 31, 2020

[Remind Employees](#)

Administrative Period:
February 1, 2020 - June 30, 2020



One of the most time-consuming aspects of the HR experience is the intake, maintenance, and provision of employee data. Through the Greenshades Payroll & HR Platform, employees can access and update their profiles. We even offer a native mobile app to make the experience even more accessible. Your employees can also review, select, and update benefit data on their own. This access encourages employees to become more independent. Plus, it allows HR team members to spend less time on administrative tasks and more time focusing on strategic pursuits.

Move From “To-Do” to “All Done”



Year-end processing is historically a stressful time for HR and payroll teams. Lots of forms. Lots of formalities. Incredibly high stakes. It’s a recipe for stress unless you’re working with Greenshades. We transform year-end processing into a simple step-by-step process, walking you through each of the critical to-do items from beginning to end. Greenshades also offers turnkey year-end form processing services, adding yet another layer of peace of mind to this once challenging task. Ask your Greenshades account executive for more information.

Year-End Forms

Select the year and form type you would like to view.

Year: 2019 [Create New Formset](#)

Form Type: All

Fabrikam 1095-C Forms

Forms Loaded: 01/11/2020
Forms Issued:
E-File Submitted:

157 Total Forms

[View Forms](#)

Total Employees: 157

Mailed by User	0
Mailed by Greenshades	0
Consented for Online Only	0
Not Distributed	157

Fabrikam W-2 Forms

Forms Loaded: 01/10/2020
Forms Issued: 01/20/2020
E-File Submitted: 01/25/2020

210 Total Forms

[View Forms](#)

Total Employees: 210

Mailed by User	0
Mailed by Greenshades	210
Consented for Online Only	0
Not Distributed	0

Key Platform Benefits



Cloud-Based Efficiency

The Greenshades Payroll & HR Platform empowers you to keep payroll in-house, offering greater control and lower costs, plus you'll get all the benefits of a cloud-based solution, including constant updates and enhancements.



ERP Agnostic = Freedom

Built to work with the ERP you have today, yet flexible enough to work seamlessly with the ERP of tomorrow. Using Greenshades means you can always choose the ERP that works best for your business.



A Unifying Force

One unified record. One source of truth. A single user experience for your entire employee population, manager, and individual contributor alike.

Experience Superior Support

All of this comes with Greenshades' top-rated support. From the first day you become a client, to your open enrollment season, through year-end processing and form mailing, Greenshades has you covered. We provide a diverse array of services and support designed to provide the assistance you need, when you need it, directly from one of our Greenshades' product experts.

Our unique concierge-level support offering has led to some of the highest NPS ratings in the business and an average client tenure of over 11 years.

Find out why more than 10,000 companies have already turned to Greenshades to support their payroll, HR, and employee communication needs. Visit us online at [Greenshades.com](https://www.greenshades.com) or contact us directly at [888.255.3815](tel:888.255.3815).





GREENSHADES
LET US HANDLE THAT

ABOUT GREENSHADES

For mid-sized employers who want to simplify payroll and HR processes, Greenshades delivers an independent, field-proven platform centered around proactive compliance, automated tax calculations and robust employee engagement. Unlike large and impersonal providers offering a patchwork of disparate solutions, Greenshades combines a unified platform with personalized support to create a decidedly unique experience.

For more information, visit www.greenshades.com