

# GreenEmployee.com

## Electronic Pay History

*This quick start guide shows how employees can access and view their check stubs and direct deposit slips on GreenEmployee.com.*

### Viewing Check Stubs and Direct Deposits

There are two ways to view information about your last check or direct deposit after logging into GreenEmployee.com: in the Most Recent Paystub widget on your homepage and on the Pay History page. The homepage section (shown at right) contains very basic information about your most recent payment, including gross pay, taxes, deductions, and net pay for both the most recent pay date as well as year to date. Clicking “View” on this section will take you directly to your complete pay document.

Your Most Recent Paystub		
Your most recent paycheck was on 12/1/2014 <a href="#">View</a>		
	This Check	Year to Date
Gross Pay:	\$684.69	\$20,270.04
Taxes:	-\$121.47	-\$13,806.75
Deductions:	-\$25.54	-\$452.01
Net Pay:	\$537.68	\$13,126.63

View:

Type	Date	Amount
PayStub	12/1/2014	\$537.68
PayStub	11/1/2014	\$537.67
PayStub	10/1/2014	\$537.68
PayStub	9/1/2014	\$537.67
PayStub	8/1/2014	\$537.67
PayStub	7/1/2014	\$537.68
PayStub	6/2/2014	\$1,438.15
PayStub	6/7/2014	\$1,438.15

The second way to view this information is to click the “Pay History” tab in the navigation bar.

The most recent check will display by default, but if you need access historical check stubs or direct deposit slips, use the drop down above the document. Find the document using the pay date and amount and click on the row to display it.

When you access the information for any pay period, it will display as either a check stub (left) or a direct deposit slip (right), depending on how you have elected to receive your paychecks. You have the option to view the document within the frame provided by using the scroll bar or you may open the document in a new window by using the link below the left corner of the frame.

Pay History

View:

Description	Pay Rate	Current		Year To Date	
		Hours	Amount	Hours	Amount
Hourly Pay Rate	17.00	31.07	\$528.19	967.27	\$16,441.33
Bonus Pay	0.00	0.00	0.00	0.00	0.00
Salary Pay Rate	0.00	0.00	0.00	0.00	0.00
<b>NET PAY</b>			<b>\$537.68</b>		<b>\$13,126.63</b>
SS (Social Security)			32.00		385.00
Medicare (FICA)			7.50		93.75

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Pay History

View:

Description	Rate	Hours	Amount	Year To Date	
				Amount	Hours
Hourly Pay Rate	17.00	31.07	\$528.19		
<b>Total</b>			<b>\$528.19</b>		
<b>Payroll Deductions</b>			<b>\$8.00</b>	<b>\$2,000.00</b>	<b>\$18,126.63</b>
SS (Social Security)	5.11%	31.07	1.58		192.00
Medicare (FICA)	1.45%	31.07	0.50		61.75

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# Notifications

You may wish to have email or text message notifications sent to you when a new pay document is available on GreenEmployee.com. To set this up or edit your current settings, click on Account Settings in the top right corner of the page. Under the Notifications tab, you can enable or edit email and text notifications for when a new pay document has been issued. You may also access those settings via the links above the paystub.

For the email notification, select whether you

want notifications to go to your corporate email address or a personal email address.

For text message notifications, check the appropriate box and provide your cell phone provider and number.

# Viewing your W-2

At the end of the year, your W-2 will be posted along with your check stubs and direct deposit slips. A notification will appear on your homepage when the W-2 is available. You will be able to review your W-2 and update personal and address information if necessary. If you wish to receive your W-2 electronically – a faster and greener option – then go to Edit Account to the Notifications tab and click “Change your W-2 distribution preference” to modify your preference.

# Quick Links

Also on this page are convenient links to edit paystub notifications, direct deposit accounts and settings, and W-4 information. To make changes to any of those items, just click the link above the paystub/W-2 frame.