Create an account
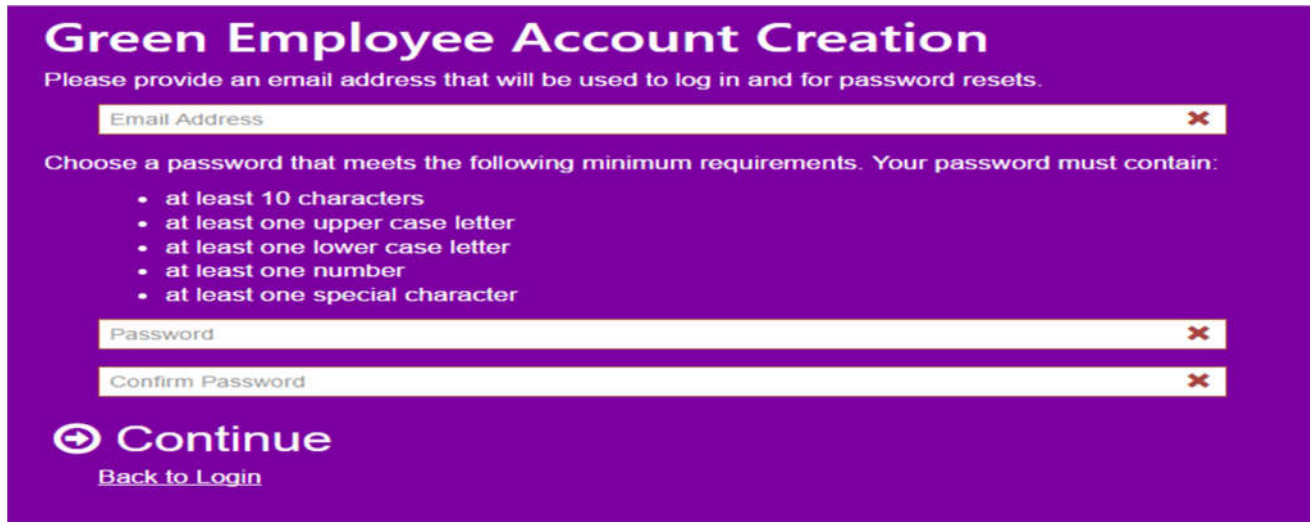
If an employee clicks on the link **Create an account** they will see a screen like this.
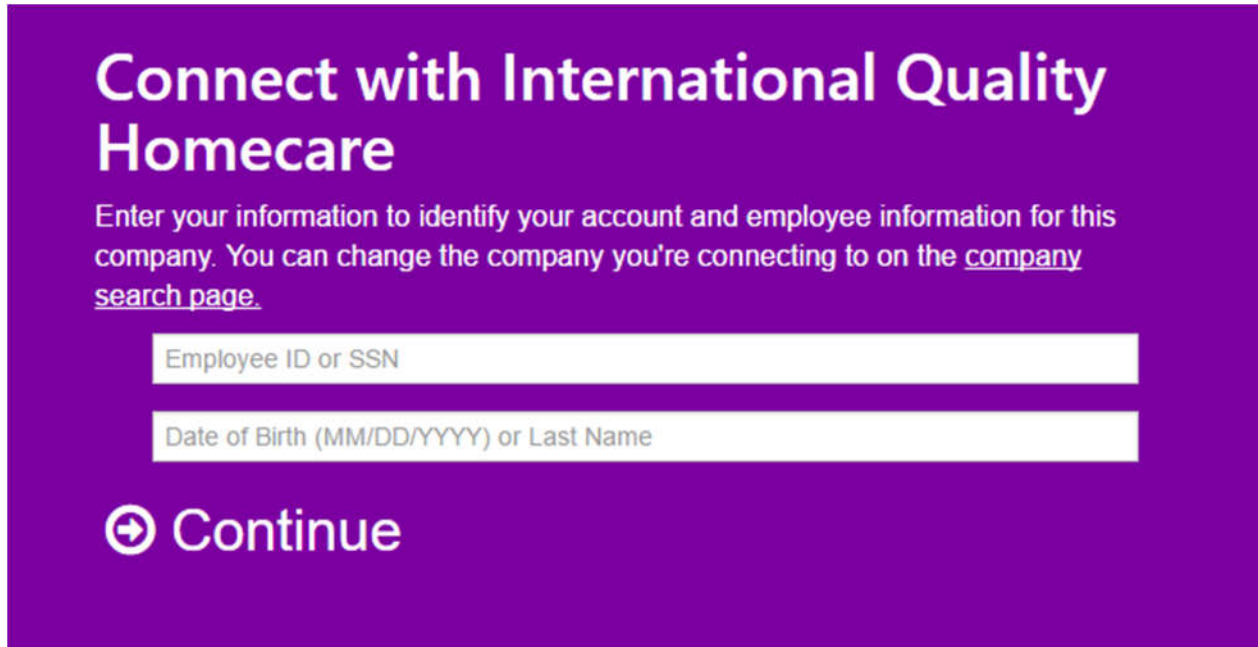

The email address that gets entered needs to be one that the employee has regular access to, especially while creating the account, so that they can receive the email that will be sent as part of the setup or whenever they need to reset their password.

The password that they enter needs to match all of the things listed in the screenshot otherwise the employee will not be able to move on to the next step. When the email address and password are acceptable and the employee clicks **Continue**, they will then need to sign in to the email address that they had just entered and retrieve the email sent by Greenemployee to their email account. The screenshot below show an example of the email but it may look different depending on the employee's email provider.
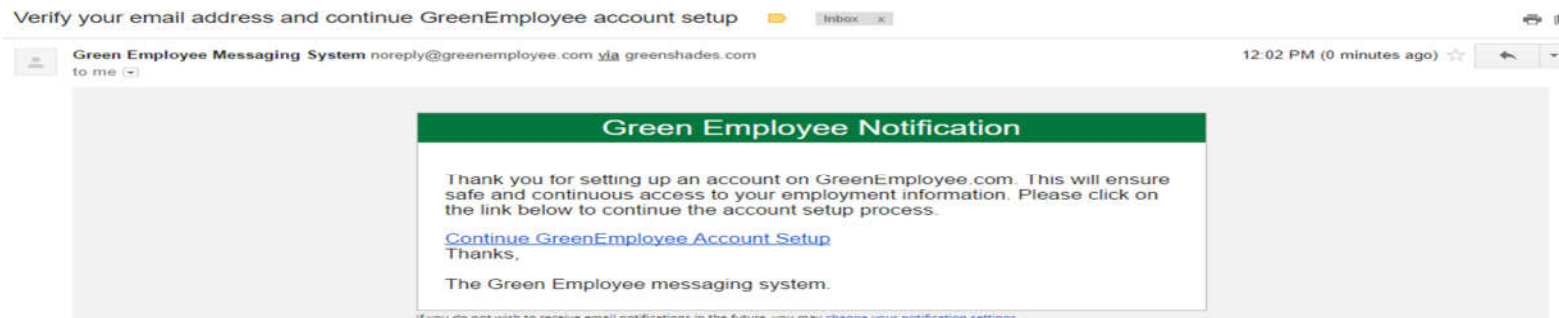
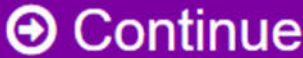Clicking on the link in the email will bring up the next screen.

Some notes on the different options of entries in the image above:

The employee ID would be curled from an internal application, CareVoyant, which is not known to most caregivers. So, go ahead and enter your SSN (Social Security Number). For the social security number, just enter the 9 digits without any spaces or any other form of separators. For the birthday it shows entering it as MM/DD/YYYY but this is not accurate. For months and days that are single digits, enter them without the zero in front i.e. 1/1/1900 instead of 01/01/1900. If entering the last name, try entering it with the first letter in upper case first but if it doesn't work, try entering the whole last name in upper case.

 If the employee is unable to find a combination that lets them get past this screen, they may need to contact their branch and have them work with someone at corporate to make sure that their info is correct in our accounting software.

Identity Verification

We found you but we need to make sure you are who you say you are. Pick one of the options below to receive a verification code in order to confirm your identity.

- Email the code to ▮▮▮▮▮▮▮▮
- Text the code to ***-***-▮▮▮ x 0000.
- Call me at ***-***-▮▮▮ x 0000 and share the code.
- Text the code to ***-***-▮▮▮ x 0000.
- Call me at ***-***-▮▮▮ x 0000 and share the code.
- Text the code to ***-***-▮▮▮.
- Call me at ***-***-▮▮▮ and share the code.
- Send confirmation request to company administrator. I will wait for their review.

⊕ **Continue**

This also works similarly to the **Access Without An Account** option but has a couple of extra choices. The employee would need to select the radio button next to the option that works best for them. This list is populated by the phone numbers that the HR department has entered into our accounting software for that employee. If the employee does not see a phone number that they have access to, they will need to work with their branch to get HR to update that info before they will be able to log in to see their stubs.

There is an option to receive an email with the code. At this time we don't know if this can be the same email address as was entered at the start of creating the account. The best guess is that this is only an option if an email address was entered into our accounting software for the employee or was entered somewhere into Greenemployee prior to 12/1/16.

The other different option is sending confirmation to the company administrator for review. An email will be sent to everyone who is set up with the proper permissions to be able to approve it. The timing on this choice may be slower so only select it if immediate access is not required. Once a choice is selected a screen like the following will appear. Once the code is entered (see below screenshot), click Continue to Green Employee, and the employee will be signed in. If you use this method of access, future access can be done by entering the email address and password that was submitted on the initial screen.

Identity Verification

A verification code has been sent to ***-***-▮▮▮. Change

Enter the verification code provided below.

Verification Code

⊕ **Continue to Green Employee**

Resend verification code to ***-***-▮▮▮

Once you get signed in

Once you click on Continue to Green Employee you will get on the home page. The home screen below shows you basic info about your most recent pay.

If the company name in the upper left hand corner has a small black triangle behind it, click the company name to switch companies. This is the only way to guarantee that you will see all of that employee's pay.

Click on Pay History to access paystubs or tax forms.

Example of a Direct Deposit paystub

Employee Home   Pay History ▾

Paystubs

Edit or disable paystub notifications

View: Direct Deposit for 11/6/2015 ▾

International Quality Homecare Corporation				Direct Deposit Earnings Statement		
3261 19th St NW Rochester, MN 55901 (507) 252-9117				Check #: 00023489		

				Pay Date	Start Period	End Period
				11/6/2015	10/5/2015	10/18/2015

Earnings				Taxes		
Code	Rate	Hours	Amount	Code	Amount	Year To Date
H01		59.00		FED SS MED MN		
Total:		59.00		Total:		

Payroll Deductions			Payroll Benefits		
Code	Amount	Year To Date	Code	Amount	Year To Date
			Total:		

Open in New Window

Example of a Paper Check paystub

Paystubs

Enable paystub notifications

View: | Check Stub for 11/6/2015 ▾ |

International Quality Homecare Corporation

EMPLOYEE ID:	~~MARBB~~	CHECK NUMBER:	15080
SSN:	XXXXXXX26	CHECK DATE:	11/5/2015
START PERIOD:	10/5/2015	END PERIOD:	10/18/2015

Description	Pay Rate	Current		Year-To-Date	
		Hours	Amount	Hours	Amount
HHK:Cleaning	~~~~	4.00	~~~~	46.00	~~~~
HHK: Management	~~~~	4.00	~~~~	136.00	~~~~
HHS 15 min Regu	$0.00	0.00	$0.00	21.50	~~~~
Training	$0.00	0.00	$0.00	0.50	
GROSS PAY			~~~~		~~~~

Open in New Window

Account Settings: My Account

My Account

My Account	Security Settings	Notifications	Homescreen

Company Settings

Time Zone: Company Default ▼

Manager:

Temporary Manager:

GreenEmployee Short Code: ALPHAIQH

Green Space Upload Settings

💾 Save

Account Access History

Your GreenEmployee account has been accessed at the following dates and times. If any of these appear to be suspicious activity, please alert your company administrator immediately.

IP Address	Attempt Time (CT) ▼	Access Type	Access Successful
24.159.194.226	12/05/2016 02:17 PM	Account Access	True
24.159.194.226	12/05/2016 02:17 PM	Account Access	False

The Account Access History portion is new and can help an employee tell whether someone else has been trying to access their account. In the case of this screenshot there was one attempt that did not get in, due to a bad password being entered, followed by a successful entry.

Account Settings: Security Settings

Reset Password

My Account	Security Settings	Notifications	Homescreen

Your account on GreenEmployee is being upgraded. During this upgrade, you will continue to log in as normal. When the upgrade is complete, you will login with an Email Address instead of your . Providing your email address below will help avoid any issues logging in later.

⚠ Please provide us the email address you would like to use. Any changes to this email address will require you to verify you have access to this email address before you can log in again.

Password Reset

Current Password [   ]

New Password [   ]

Confirm New Password [   ]

💾 Save

Security Settings

Email Address

Provide the email address used to log in and receive password reset emails.

[peterson.justin@joecointl.com]

2nd Factor Authentication

Enable 2nd Factor Authentication when you access your account. When enabled, you will be sent a verification code via text message every time you log in to Green Employee.

+ Enable 2nd Factor Authentication

Password Confirmation

For security reasons, you must enter your current password to save any changes in this section.

Current Password [   ]

💾 Save

New changes on this screen are the removal of the reset password questions and addition of the 2nd Factor Authentication.

If the employee clicks to enable 2nd Factor Authentication they will get the following screens.

Identity Confirmation via Text ✖	Identity Confirmation via Text ✖
Enter your phone number to set up 2nd Factor Authentication for your account.	Great! We've sent a verification code to that number. Please enter it below.
Phone Number	Verification Code
Password	Resend Code
➜ Next	← Back 💾 Ok

When you enter the info into the first screen and click Next, the phone number entered will receive a text message with a code to enter into the second screen.

Account Settings: Notifications

Notifications

My Account	Security Settings	Notifications	Homescreen

Email Addresses:

Notification Email Address: peterson.justin@joecointl.com

Corporate Email Address on file with International Quality PCA Services, LLC:

Email Notifications:

When you have been issued a new paystub, send an email to: notification email address ▾

What should be in the Email? Link to view paystub online ▾

Mobile Application:

Download the
GreenEmployee App!

Download on the App Store

GET IT ON Google play

Year-End W-2 and 1095-C Distribution Preference: Paper W-2s and 1095-Cs

By default you will receive paper copies of any and all future W-2s and 1095-Cs mailed to your address on file with International Quality PCA Services, LLC. You could be receiving your W-2s and 1095-Cs faster and greener through a different option. You may still opt-out of paper versions of specific W-2 and 1095-C forms when they become available on this site.

💾 Save

By opting to have information sent to you above you agree to allow your information to pass through external mail servers and confirm that this service complies with your organization's security policy. If you have requested text messages above then you also understand that you may be charged for this service by your cellular service provider.

Here you can enter your email address to receive an email when a new paystub is available for viewing on the site. The options of what will be in the email are to receive a link to view the paystub, a summary of the check and a link to view the paystub, or to have a PDF file of the paystub attached to the email.

The portion at the bottom about W-2's is placed there by Greenemployee. We **do not** print out paper copies of W-2's unless specifically requested by the employee.