Signing in to Greenshades/Greenemployee

Website: **www.greenemployee.com**

The Green Employee Company Code for most staff is: **alphaiqh**

For Corporate employees and branch staff that will be paid out of Joseph Companies the code is: **JoeCo**

Greenshades Company Search

Select Your Company

Enter your Company Name, Green Employee Company Code, Corporate Email Address, or Corporate Phone Number:

Search Companies

Need Help?

⊕ Continue

When the employee clicks on **Continue** they should see a page like the following when using **alphaiqh**.

International Quality Homecare

Change Company

Log in with account

Email Address

Password

⊕ Log In

Reset your Password

Download on the App Store   GET IT ON Google play

⊕ Access without an account
⊕ Create an account

Or this if they use **JoeCo**.

Joseph Companies

Change Company

Log in with account

Email Address

Password

⊕ Log In

Reset your Password

Greenshades' Online Services will be down for maintenance from 12:00 AM on 1/16/2017 to 2:00 AM on 1/16/2017 EST

Download on the App Store   GET IT ON Google play

⊕ Access without an account
⊕ Create an account

Enter the email address and password to log in. If they forgot their password, they should please check the below instruction.

Reset your Password

If the employee cannot remember their password, have them click on Reset your Password. The new screen will look like this.

Password Reset

Provide the email address you use to login. We will send you a link to reset your password.

Don't remember your email?

Recover my email

Email Address

⊕ Continue

If they cannot remember what email address was used to set up the account, have them click Recover my email.

Recover your Email

Help us identify who you are.

Employee ID or SSN

Date of Birth (MM/DD/YYYY) or Last Name

⊕ Continue

If they do remember the email address they used, have them enter it and it will tell them that an email has been sent to that address with a link to click on to reset the password. The email will look like the one on the next page.

Green Employee Messaging System <noreply@greenemployee.com>
Mon 12/5/2016 2:11 PM

To:

Green Employee Notification

You've recently requested to reset your password on GreenEmployee.com.

Please click here to reset your password.

This link will expire in 24 hours. If the link expires, you will need to reset your password again.

Please do not respond to this message. If you have any questions, please contact your Payroll or Human Resources Administrator.

Thanks,

The Green Employee messaging system.

If you do not wish to receive email notifications in the future, you may change your notification settings.

Clicking the link in the email will bring up the screen below.

Password Reset

Choose a password that meets the following minimum requirements. Your password must contain:

- at least 10 characters
- at least one upper case letter
- at least one lower case letter
- at least one number
- at least one special character

| Password | ✖ |

| Confirm Password | ✔ |

⊕ Continue

Once it has been accepted, the employee will be brought back to the log in page.

Once you get signed in

Once you sign in, you will see the home screen. The home screen below shows you basic info about your most recent pay.
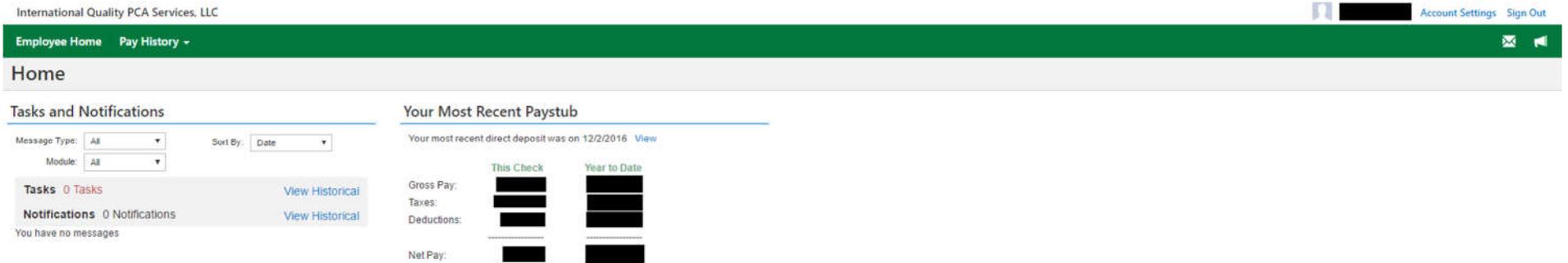
If the company name in the upper left hand corner has a small black triangle behind it, click the company name to switch companies. This is the only way to guarantee that you will see all of that employee's pay.

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) 252-8117				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 MI	▬▬▬	▬▬▬
	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:	~~XXXX~~	CHECK NUMBER: 15080
SSN:	XXXXXXX26	CHECK DATE: 11/6/2015
START PERIOD:	10/5/2015	END PERIOD: 10/18/2015

Description	Pay Rate	Current		Year-To-Date	
		Hours	Amount	Hours	Amount
HMK:Cleaning	~~~~	4.00	~~~~	46.00	~~~~
HMK: Management	~~~~	4.00	~~~~	136.00	
HMS 15 min Regul	$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

[H 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.

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. Thank You!!!