



GreenEmployee Manual

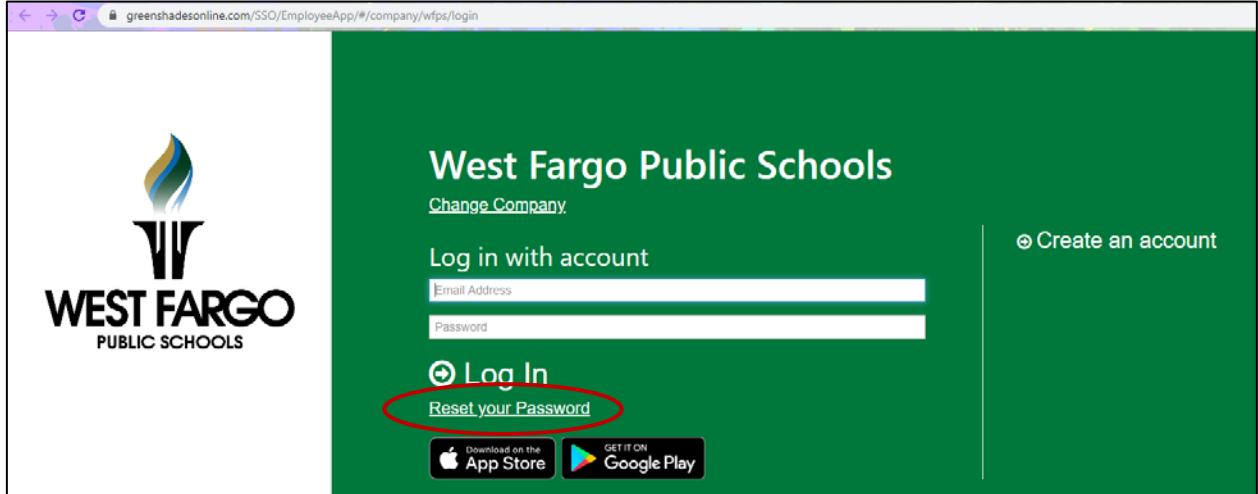
**Table of Contents**

How to Log in to GreenEmployee.....	2
Mobile App Access .....	3
Home Page Basics .....	4
How to Set Up Two Factor Authentication.....	5
Year-End W-2 1095-C Distribution Preference .....	6
How to Set Up Direct Deposit.....	7
How to Logout of GreenEmployee.com .....	8

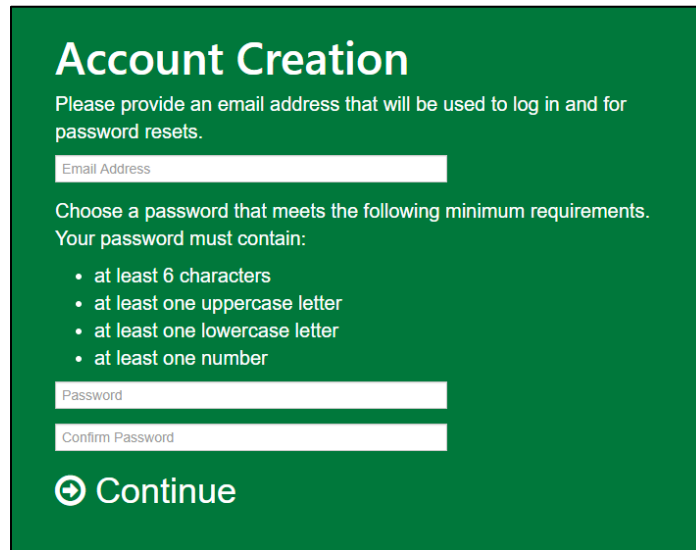
*Are you having difficulties accessing GreenEmployee? Submit a [Tech Request](#) with our Technology Department to receive assistance. [techsupport@west-fargo.k12.nd.us](mailto:techsupport@west-fargo.k12.nd.us)*

## How to Log in to GreenEmployee

1. Log in to [GreenEmployee](#) by entering your email address and password.
  - a. If you do not remember your password, select **Reset your Password**.



2. If you are logging in for the first time, select **Create an account**.
3. Enter in your email address and establish a password for your account.

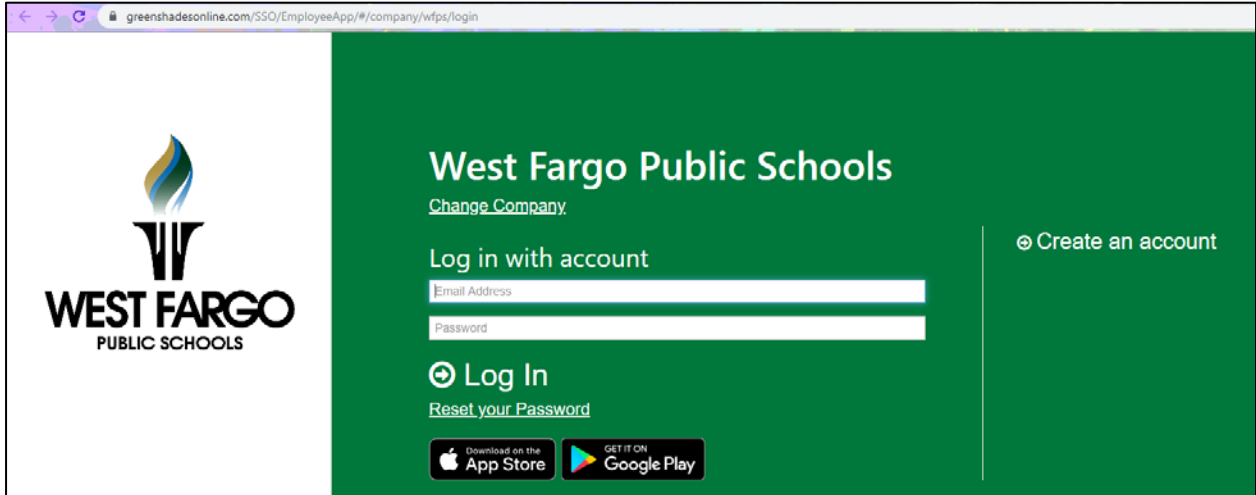


4. You will be prompted to complete a two-step process to confirm your employment information.
  - a. You will first be required to provide verify your information
  - b. Second, you will receive an email to confirm and complete the registration process.
5. Once your account is successfully completed, you will be able to log in to Green Employee on the website and/or on the mobile app.

## Mobile App Access

After you have created your Green Employee ID, you can download the Green Employee mobile app. The Company code is **WFPS**. After entering the invitation code, enter your email address credentials to sign in.

1. Log in to [GreenEmployee](#) by entering your email address and password.



2. Select **Account Settings** on the top right corner of the page. Select **Notifications**.



3. Click the Mobile Application icon either Apple App Store or Google Play.

### Mobile Application:



## Home Page Basics

### Homepage

Your GreenEmployee.com homepage will be populated by a number of widgets, which can include information about your most recent paystub, the weather in your local area, employees in your department/company that will be out of the office this week, and more. The exact content is set up by your administrators, but all users will see at least two widgets: the Bulletins widget and the Tasks and Notifications widget. All widgets can be dragged around the screen or removed via the Homescreen tab under Account Settings (the Bulletins and the Tasks and Notifications widgets cannot be removed).

### Bulletins

Any company-wide announcements will be displayed prominently in the Bulletins section. These announcements may include items such as a policy change, details about an upcoming event, or a company newsletter.

The Bulletins will automatically rotate if there are multiple, or they can be manually navigated. All Bulletins can be opened to a larger view with the “Read More...” link at the bottom of the widget. The Bulletins can also include attachments for users to download.

### Tasks and Notifications

The Tasks and Notifications widget (also called “Messages”) displays information about new paystubs, documents awaiting your review, or items that your supervisor or HR department wishes to bring to your attention. There are two kinds of messages: Tasks and Notifications. Tasks are items that need you to make an action. Notifications are messages to let you know of something.. You may access most of these documents directly by clicking on the “View” link at the end of the message itself. Clicking Remove will delete the message from our widget. Please see the Messages Quick Start Guide for more information on the many features of this widget.

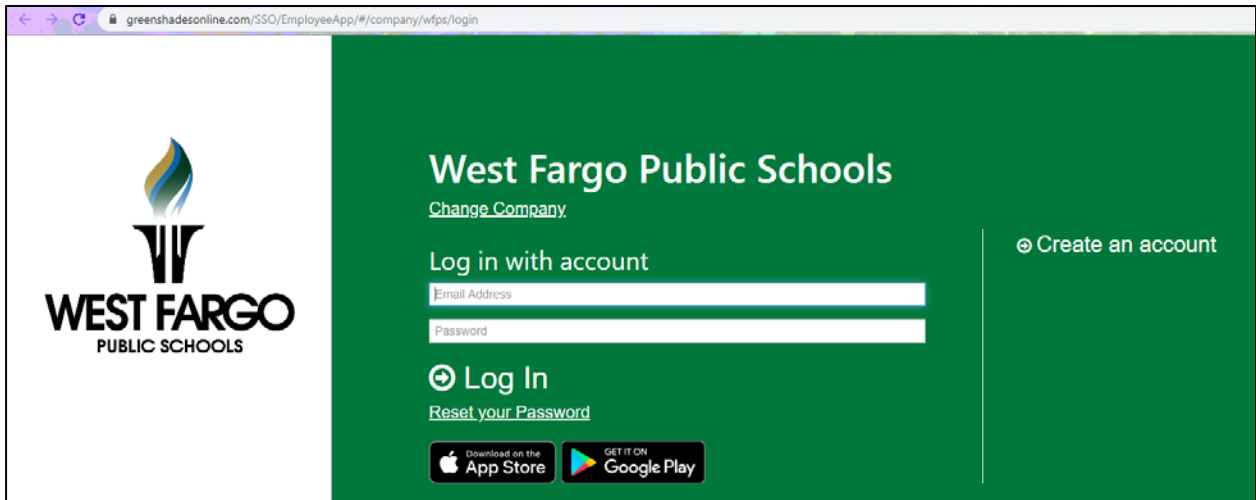
### Basic Navigation

The main navigation bar of GreenEmployee.com will direct you to the various main sections of the site. The navigation items may vary, depending on your company’s settings and/or your access level.

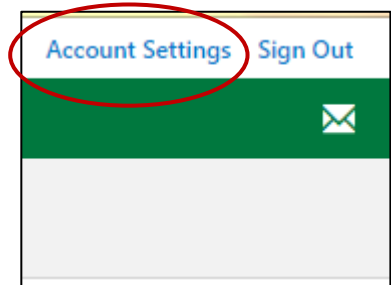
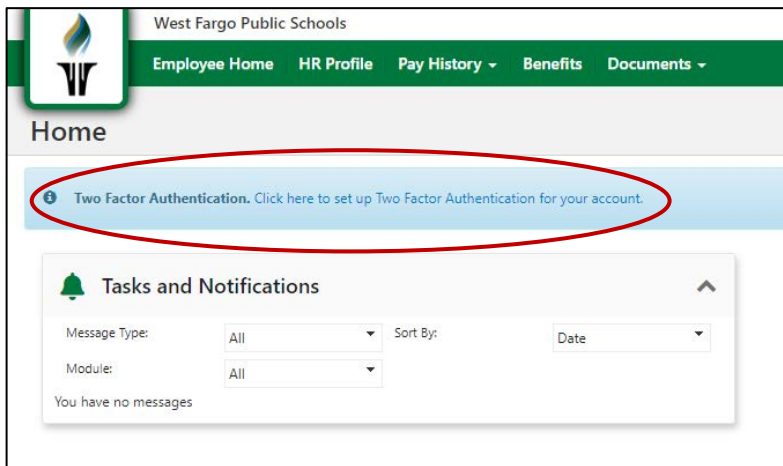
- Employee Home will return you to the GreenEmployee.com Homepage.
- HR Profile will allow you to update information about yourself, your address, and your dependents.
- Pay History allows you to review past of paystubs and W-2s.
- The Documents dropdown takes you to an electronic library of your W-4 form, Direct Deposit sign-up sheet, and other documents, as well as Expense Reporting and you Employee Evaluations.

## How to Set Up Two Factor Authentication

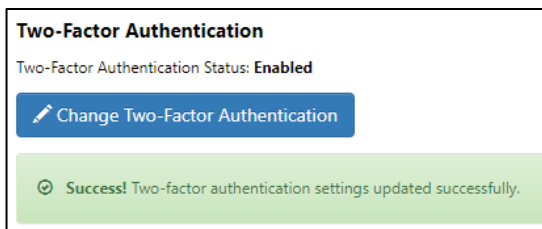
4. Log in to [GreenEmployee](#) by entering your email address and password.



5. Select the blue banner on the top left of the screen that is labeled **Two Factor Authentication**.
  - a. If you do not see the blue banner labeled **Two Factor Authentication**, select **Account Settings** on the top right corner of the page. Select **Security Settings**.



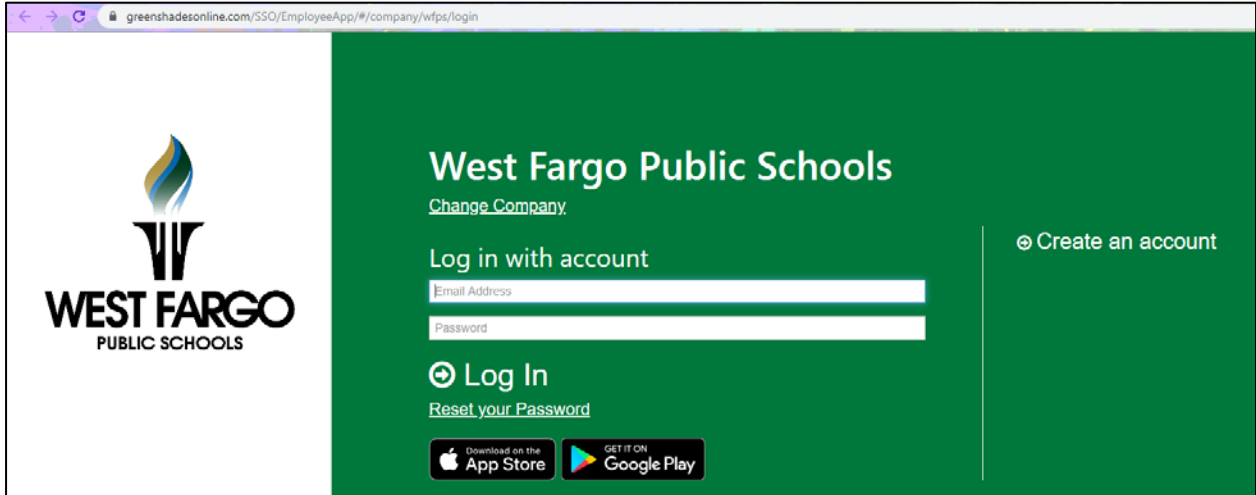
6. Select the blue button labeled **Change Two Factor Authentication**. To establish this security feature on your account, you will be required to enter your cell phone number and your password. A verification code will be texted to your cell phone; enter the verification code in the box provided in GreenEmployee.
7. Once the verification code is entered and confirmed, you will see the following message indicating the setup was complete.



## Year-End W-2 1095-C Distribution Preference

After you have created your Green Employee ID, you can download the Green Employee mobile app. The Company code is **WFPS**. After entering the invitation code, enter your email address credentials to sign in.

1. Log in to [GreenEmployee](#) by entering your email address and password.



2. Select **Account Settings** on the top right corner of the page. Select **Notifications**.



3. Select the blue link labeled **Change your W-2 and 1095-C distribution preference**.

### Year-End W-2 and 1095-C Distribution Preference:

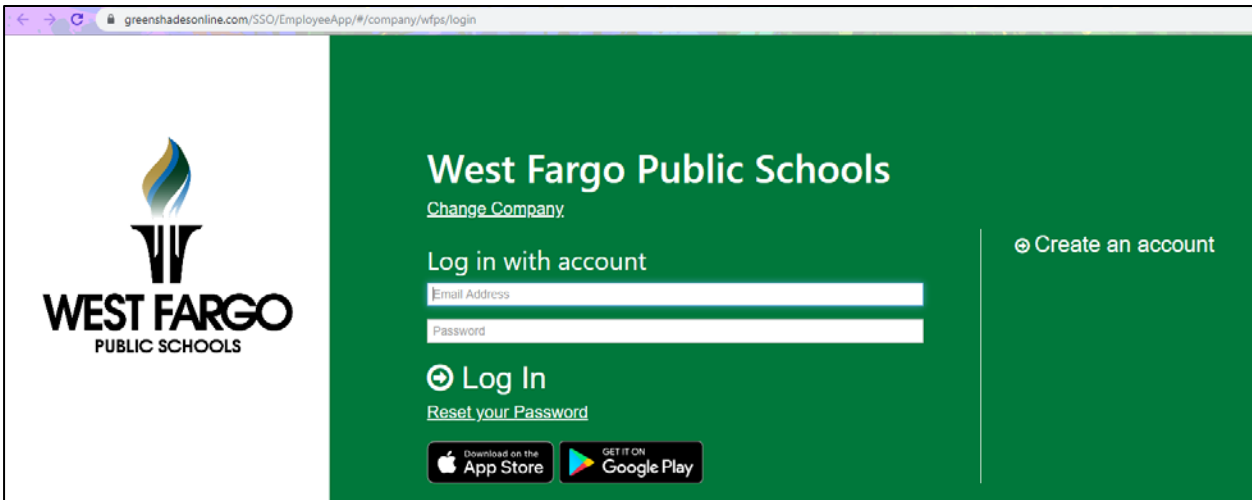
Electronic W-2s and 1095-Cs

You have asked to receive any and all future W-2s and 1095-Cs electronically. You will be notified on this site when a new W-2 and 1095-C is available for download and will not be receiving any future W-2s and 1095-Cs in the mail. This is the fastest and greenest method of receiving your W-2 and 1095-C form.

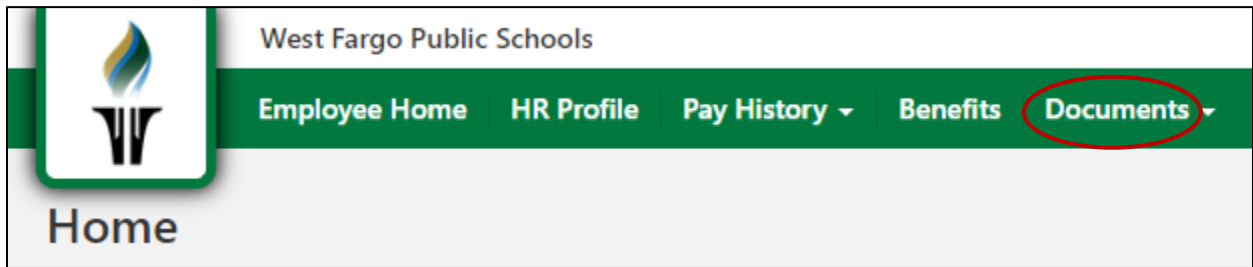
[Change your W-2 and 1095-C distribution preference](#)

## How to Set Up Direct Deposit

1. Log in to [GreenEmployee](#) by entering your email address and password.



2. Once logged in, select **Documents** from the GreenEmployee homepage.



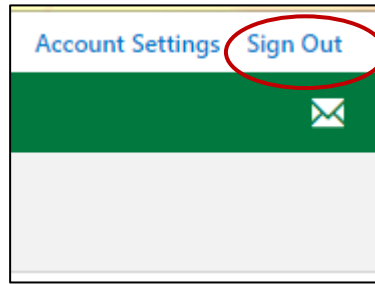
3. From the left-hand menu, select **Document Library**. On the new screen, select the blue **Manage your Direct Deposit** link.
4. Select **+New Account** button, a new account option will prompt you to provide the required information. Once all the required information is entered select the blue **Submit** button.

### **\*\*ATTENTION\*\***

Direct deposit changes must be made at least 10 days in advance of the anticipated payroll deposit date. Your direct deposit change will not go into effect until approved by the Payroll Dept.

Note: the attachment must be .gif or .jpg format (PDF not accepted).

## How to Logout of GreenEmployee.com



Once you have completed your visit to GreenEmployee.com click the “Sign Out” link in the top right of the page. This is especially important if you share a workstation with one or more employees who may be using the terminal once you are finished. Merely closing the browser or minimizing your browser leaves your information vulnerable to another person who may arrive at the workstation immediately after you leave. For your information security, all users are directed to click “Sign Out” once they have completed using GreenEmployee.com.