



GREENSHADES VIRTUAL PAY STUB AND W2 RETRIEVAL

***** KEEP THIS PAGE FOR INSTRUCTION & REFERENCE ****

INSTRUCTIONS FOR FIRST-TIME ACCESSING ON-LINE WEBSITE:

1. Go to www.GreenEmployee.com
2. Enter company ID "SMC" - then click "Continue →".
3. Click on "Create an Account" on right side of the page
4. Enter the email address that you provided in your payroll paperwork, enter your selected password twice – then click "Continue →"
5. Follow prompts on the screen to complete initial set up and profile verification
 - Your email address and cell phone number that you provided to H/R below must be the same as you enter on your GreenEmployee account in order to verify your account.
6. Once you verify your account, you can view your personnel information and you will receive direct deposit confirmations via email each pay period.
7. If you are a contracted employee, or working contract for a probation period, you will receive paper checks from the A/P department. This means your hours will be paid in full, these hours are not available on this website, and you will receive a **1099 Tax Form** in January for the previous year for these hours worked.

_____ ← **EMPLOYEE INITIALS** stating you understand the following statement referencing W2's
W2's are available via GreenShades by January 31st of the following year.

You will receive an email notification by this date informing you they are ready. These are NOT available via the phone app, only by logging in from a computer. We strongly encourage you to download your W2's online as we do not print them in the office. Previous years are only available online until December 31st of each year.

Employee "Personal" Email Address

iPhone & Android App Available!

YES! There is an app for that. Download the app to your phone to view your pay stubs.

NOTE: Only pay stubs are available on the app. W2's must be viewed and downloaded on a computer.

By signing below, you acknowledge that you have read, understand and received a copy of this form:

Employee Signature

Date

****Note: All personnel changes and/or updates that need to be made to your profile can be done through the our Website. Go to www.SouthernMedical.com and click on EMPLOYEE PORTAL link in the footer of the home page. Here you will find all forms, direct benefit links, and other employee tools. Send all change forms to kellid@southernmedical.com.**