

Welcome to Greenshades Time and Attendance

This electronic system will allow you to:

- Enter your timesheets online
- Request vacation or sick time online
- Change/view your basic information
- View/print current or historical paystubs
- View/change your W4
- Receive paystub notifications via email
- Receive annual W2 via email
- Receive payroll related memo's

Steps to access Greenshades:

1. Go to <https://pnwu.greenemployee.com>
2. Enter company code: PNWU
3. Follow the prompts to log in - remember to use the /// in the birthdate
4. Follow prompt to change your password
5. Make sure you are on the Home tab, then
6. Enter your basic information (most importantly your email address)
 - a. If there are boxes pre-checked, please leave them as they are
7. Confirm your address

You will now be on your home page. Please note; the Manager assigned to you is for payroll purposes only.

Steps to enter your timesheet:

1. Log on to <https://pnwu.greenemployee.com>
2. Click on Timesheet at the top of the page
3. Click on Add Entry
4. Enter your shift and lunch period and hit save for each day of work. You can choose to enter your time daily, or once a pay period, whatever works best for you. After you have one complete pay period entered, you can choose Copy Timesheet and it will roll it over to the next pay period with the same data (after the pay period is closed). If you have changes to make just click on the date and make the edit. For your first time, you'll need to enter one complete pay period of time worked.

Note: You can enter a different department and split your hours if needed, i.e. you perform work in Facilities and Technology Services.
5. After the pay period timesheet is complete and all time off requests for the pay period are approved and included on the timesheet hit Sign and Submit
6. The timesheet will be electronically routed to your payroll manager for approval

7. After the payroll manager approves the timesheet it routes to HR/Payroll for payment

Note: do not submit a timesheet until all vacation/sick requests have been approved or denied by your payroll manager.

Steps to request vacation or sick leave:

1. Log on to <https://pnwu.greenemployee.com>
2. Click on Time Off
3. Click on New Request
4. Enter the date, hours, type of time off, and any comments you want to make
5. Click on Save
6. The time off request will be electronically routed to your payroll manager
7. The manager will approve or deny the request and you will be notified by email the response
8. If approved, the time off will be shown in your timesheet
9. To cancel a request, click on View to see the request you created and then hit Delete

Note: do not submit a timesheet until all vacation/sick requests have been approved or denied by your payroll manager.

Managers: Steps to approve timesheets/vacation/sick submissions:

1. Log on to <https://pnwu.greenemployee.com>
2. Go to the Manager Center tab
3. Time off requests for the pay period must be approved and therefore automatically loaded in the appropriate employees' timesheet before submitting a timesheet
4. Follow the directions for time off and/or timesheet approval

Note: you will receive emails every time an employee submits something for approval. You can change our notification settings to shut it off. If you do so, it is recommended that you log on to the system once a week and review activity in the Manager Center and approve/deny requests.