



## EMPLOYEE PORTAL TO REQUEST TIME OFF AND ENTER TIMESHEETS

After you have received your Grayson College email address, you need to create an account on [www.greenemployee.com](http://www.greenemployee.com) to be able enter your hours on the timesheet. Also employees who are eligible for paid time off will use the portal to request time off.

It is very important that FIRST TIME users click on “**First time here or need password help?**” to setup a new account before trying to login.

### **GreenEmployee (Greenshades)**

Go To: [greenemployee.com](http://greenemployee.com)

Enter Company Name: Grayson College

Click “**Create an Account**”

Follow the questions/prompts

**Check your Grayson Email for a password reset link**

Go back to GreenEmployee and finish the setup process

### **Direct Deposit and W-4 Forms**

You will also use the employee portal to set up direct deposit information or to change your W-4 form.

Login and go to the Documents tab. Use the drop down to select HR Documents. Follow the prompts to either add a new document or edit an existing document.