

COUNTY OF ALBEMARLE
Office of the County Executive
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To: All ACVA, ACPS, and Regional/Joint Entity Employees

From: Thomas C. Foley, County Executive; Pamela Moran, Superintendent of Schools
JCF *PM*

Subject: **Paperless Paystubs Effective September 2016**

Date: June 30, 2016

Albemarle County local government and schools have considered the efficiencies and savings of transitioning away from paper paystubs to online paystubs. The majority of ACVA and ACPS employees have access to and are capable of confidently accessing information via a computer. As you may know, ACVA and ACPS already provide every employee with online (paperless) paystubs through a secure website provided by our vendor, Greenshades. It is an easy, convenient, and secure system to access and retrieve your paystubs for the current period and for as many as 12 prior months.

Many of you access your annual W-2 tax statements electronically via Greenshades, which offers secure and convenient retrieval of the information necessary to file your federal and state income tax returns. You can access your paystub the day before payday and now Greenshades has added leave balances to your online paystub! That's right - all the information contained on your paper paystub is now available electronically. Additional advantages of this electronically presented payroll information feature, and the new feature of electronic paystubs, is the tremendous cost savings to the County, estimated to be approximately \$10,000 per year. Additionally, there is environmental benefit of saving paper.

As such, we have jointly decided to fully implement electronically presented payroll paystubs effective with the September 30, 2016 payroll run based on recommendations from teams that have been working on this efficiency measure. Therefore, **paper paystubs will not be distributed to employees after August 31, 2016.**

We have included with this memo a series of informational documents and instructions on how to access your online paystubs. We strongly encourage you to try this feature in the months of June, July, and August, so you can become very accustomed to accessing your online paystubs before the cut-over to paperless paystubs in September.

We are taking steps to ensure that staff will be trained to help you and to make available convenient and private access for you to view your paystub. Our teams will follow-up with drop in sessions so you can learn more and help us achieve this efficiency and cost savings. We are committed to providing exceptional customer service and look forward to helping you with this transition.

Please review the enclosed information, which is provided as concisely as possible. These documents contain essential information you will need in order to successfully access you paystub. You will receive additional information from the Finance Department throughout the summer regarding this matter.

Online Paystubs

Frequently Asked Questions (FAQs) and Answers

- **When will this change be effective?**

This change is endorsed by the County Executive's Office and the Superintendent of Schools and will take effect in September, 2016 for all County/School/Regional Agency employees including substitute teachers and temporary employees.

- **How can I access and print my online paystub without the tools to do so?**

If you don't have the proper tools at home to access your paystub, please feel free to utilize your department or school computers/mobile devices and our Albemarle County public libraries. You may access and print out your paystub from the website.

- **What about security? How will you guarantee that no one else can sign on and see my paystub? What if the site gets hacked?**

Greenshades has been providing payroll, tax, and human resource services and solutions for companies since 1996. Regardless of how you sign onto their web site (i.e. an "unsecured" portal) you are automatically redirected to a secure HTTP connection utilizing 128 to 256 bit encryption. All web traffic flows through intrusion detection devices before reaching Greenshade's servers.

However, security is also a responsibility of the users. To that end, for those of you who have previously accessed your W-2s or paystubs online, we are changing some aspects of the way you access Greenshades. **User ID's are being changed to last name and date of birth (e.g., smith020279 for 02/02/1979 birthdate). Passwords will meet or exceed Albemarle County password standards, meaning that they must be at least 8 characters; contain 1 upper case character; one number; and one special character.** For your protection, the application will automatically log you out after 180 seconds with no activity.

- **Will my leave balance still be reflected?**

Yes, annual leave, compensatory time, and sick leave balances will be shown on the online paystub; however please keep in mind that accrued leave balances are always a month behind actual earned time.

- **How much pay history will be available?**

You will be able to access up to one year of online paystubs from January through December of the prior year.

- **What if I am locked out of my account?**

Your account will be locked out if there are five unsuccessful login attempts for a period of 120 minutes. Please contact the Payroll Department at (434) 296-5857 or albepayroll@albemarle.org to have your password reset if necessary.

- **What happens if I leave employment of the County of Albemarle/Albemarle County Public Schools?**

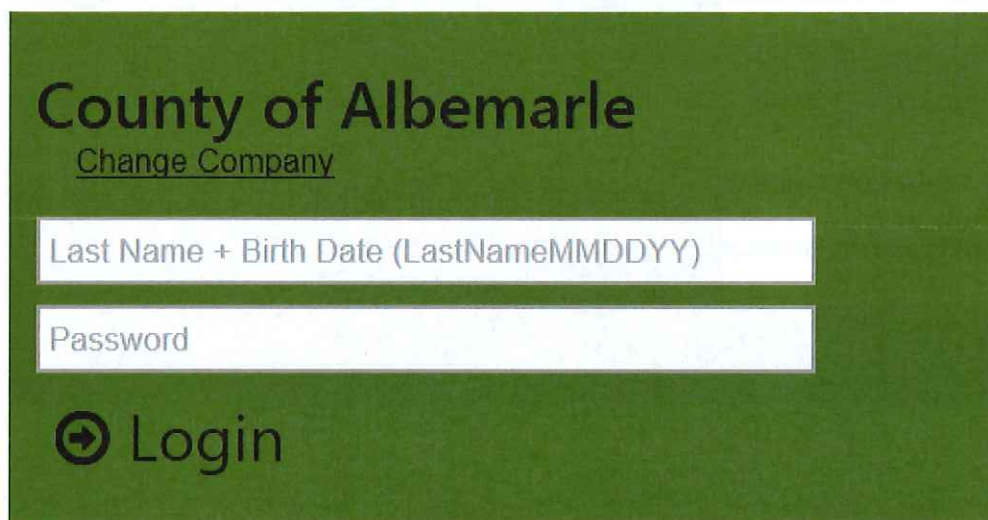
You will still be able to access the Greenshades web site for the calendar year of your employment for paystubs and W-2/1095 forms that are currently on file for that year.

How to Access Your Online Paystub through Greenshades

Here's the Greenshades Link: <https://9582.greenemployee.com/payhistory.aspx>

Some of you may already receive email notices from Greenshades telling you that your paystub is available. You also can directly link to Greenshades from their email.

When you go to the Greenshades site, you should see the screen below.



If this is your first time logging into Greenshades, just enter your user id as indicated and click on the "first time here/need help" link below the Login option.

For those who have accessed Greenshades previously, you'll notice that these instructions incorporate changes in User ID and password requirements effective July 5, 2016, such that your UserID will now be Last Name and birth date in the format MMDDYY; Passwords must be eight (8) characters and include at least one (1) upper case character, one (1) lower case character and one (1) special character. These requirements help keep your information secure.

[First time here or need password help?](#)

The next screen will ask you for the email address on file with Albemarle and you will be asked to enter two pieces of validating information:

1. Your date of birth in the format MM/DD/YYYY
2. Your six (6) digit Employee Identification Number

County of Albemarle

[Change Company](#)

Password Reset Request

Please enter the email address on file with your company to have a password reset link sent to you


jkern@albemarle.org

If you do not remember or do not have a corporate email address, please enter the information below to setup or reset your password.

kern031456

••••••••••

••••••

 Continue

After entering this information, click on the "Continue" link. You may close the window. Greenshades will use the email address you entered to send you an email that includes a Login link to set or reset your password.

Green Employee Notification

Jonathan Kern,

You've recently requested to reset your password on GreenEmployee.com. Please visit [employee password setup](#) to reset your password.

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

When you click on that link ("employee password setup") you will be shown a screen where you can enter your new password. Remember the minimum requirements are at least eight (8) characters; one (1) upper and one (1) lower case character and one (1) special character.

Click "Submit" when you have entered your password.

County of Albemarle

Change Company

Password Reset

Please select an appropriate password and enter it below.


 Submit

Next there will be a screen that will show your User ID and a message that your password has been reset.

County of Albemarle

Change Company

Success! Your password has been reset.

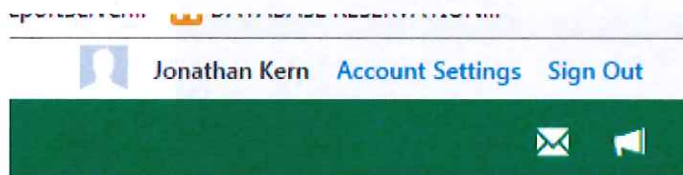
 Login

[First time here or need password help?](#)

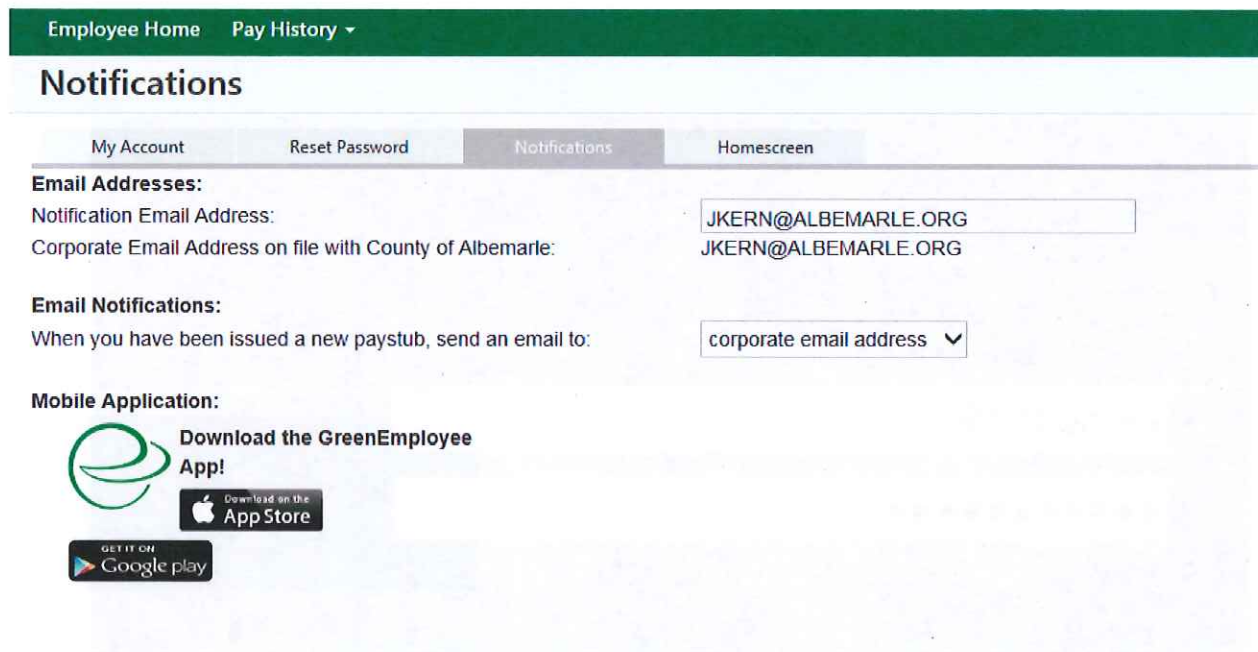
Alert! Greenshades' Online Services will be down for maintenance from 7:30 PM on 6/26/2016 to 10:30 PM on 6/26/2016 EST

If this is your first visit you will be asked about preferences for your W-2 and 1095 statements delivery; that is, whether you wish to download those forms or if you want to receive a paper copy. You can always change your selection at a later time.

From your home screen, in the upper right corner, you can select Account Settings.



From here you can change the email address to which the notices that your paystub for that month is available will be sent as well where you can download apps if you wish to access Greenshades from your smart phone or other mobile device.



Don't forget to sign out of Greenshades once you've accessed your pay records. And that's it – really – it's just that easy. Please contact Jonathan Kern or the Payroll Division of Finance if you have questions or if you need assistance with accessing your paystubs. Thank you.