



COUNTY OF ALBEMARLE
Department of Finance, Payroll Division
401 McIntire Road, Room 147
Charlottesville, Virginia 22902-4596
Telephone (434) 296-5827

How to set up payroll deductions to pay for your monthly Health Club/Fitness Facility Membership fees:

- 1) Open a membership with your health club at the reduced rate offered to County employees using automatic payment through payroll deduction.
- 2) Log in to [Greenshades](#) just as you do to print your paystubs.
- 3) On the home screen, select the **Benefits** tab.

County of Albemarle Cierra Quick Account Settings

Employee Home HR Profile Pay History Benefits Documents

Home

Tasks and Notifications

Message Type: All Sort By: Date
Module: All

Tasks 0 Tasks [View Historical](#)
Notifications 0 Notifications [View Historical](#)
You have no messages.

Company Bulletins

Questions about Changes to Greenshades!

We are in process of migrating changes to Greenshades to provide better self service options for employees. At this time you may submit changes for

- 4) The Benefits summary screen will display your current elections, pending elections, and show all eligible benefits. (Note: This screen will look different for each employee based upon elections; your screen will differ from the picture below.)

County of Albemarle Cierra Quick Account Settings Sign Out

Employee Home HR Profile Pay History Benefits Documents

Benefits

Current Enrollment

There are no current benefits.

Pending Elections

There are currently no pending elections.

Eligible Benefits

You are eligible for benefits in the Me and My Shadow benefit package. Below are the benefits for which you are eligible for but not enrolled in. This may include benefits that require an open enrollment event or a qualifying life event in order to enroll.

- Dental** Requires Enrollment Event [More Details](#) [View Documents](#)
- Medical** Requires Enrollment Event [More Details](#)
- Symetra Life Insurance** Enroll [More Details](#) [View Documents](#)
- Minnesota Life** Enroll

Enrollment Events [View History](#)

Open Enrollment
No open enrollment event planned. Stay tuned for more information.

Qualifying Life Events
Have you had a life event that qualifies you to modify your current benefit elections?
[Claim a Qualifying Life Event](#)

Personal Information

Below is your personal information. Please review and ensure you update when necessary.

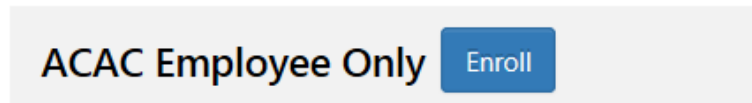
My Information

First Name: Cierra
Middle Name: [REDACTED]
Last Name: Quick
SSN: ***-**-****
Date of Birth: 4/4/[REDACTED]
Gender: Female
Marital Status: Single

Eligible Dependents

5. If you have questions about the benefit you wish to choose, click **More Details** to read about the benefit requirements. The **View Documents** option will display any required documentation.

6. Scroll down until you find the health club you wish to sign up for and click **Enroll**. The options for each health club are broken into three plans: Employee Only, Employee + One, and Employee + Family. You must select one of these options.

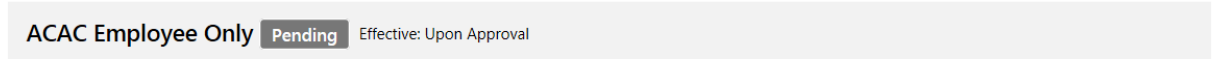


[More Details](#)

7. You will be taken to a confirmation screen, click **Enroll** again to confirm your enrollment. As noted above, this process does not replace any signup requirements held by the health club. This process is for automatic deduction from your paycheck to the health club of your choosing.
8. You will now see your election pending on your benefits summary screen.

Pending Elections

Below are your pending benefit elections. These benefits will become active on the benefit start date.



[More Details](#)

Your Cost: \$69.00

9. Once Payroll approves your request, the deduction will be active. **Payroll will approve requests until the 20th of each month. Requests made after the 20th will be effective the following month.**

Please note: This payroll deduction is available to employees who are eligible to receive benefits administered by Human Resources and who receive a County of Albemarle payroll deposit issued by the Department of Finance including: Local Government, Education, Jails, Juvenile Detention Center, for example.

It is the responsibility of the employee to complete all signup steps required by the health club selected. The payroll deduction set up process described above does not replace the enrollment process required by the vendor; it is ONLY for automatic payroll deduction of the membership fee from the employee's paycheck to the health club of choice. If at any time the employee cancels/alters his or her membership, it is the responsibility of the employee to update the deduction information via Greenshades.