



Greenshades Guidebook

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Greenshades Registration:

- 1.) Go to veneziainc.com/payroll
- 2.) At the bottom of the page, select which company applies to you.

Payroll Information

Click the appropriate option below for online access to W2s and pay stubs:

- Venezia Hauling -- Most Drivers
- Venezia Transport -- Non-Driving employees and Van/Railcar drivers

- 3.) Login with an existing account for current employees **OR** create an account for new users (you may have already completed this setup through HR onboarding)
 - a.) To create an account click “Create an Account” on the right side of the screen

⊕ Create an account

- b.) Enter the email address you provided to Venezia.
- c.) Create a password that meets the requirements listed.

d.) Hit Continue

The image shows a screenshot of a green-themed 'Account Creation' form. At the top, it says 'Account Creation' and 'Please provide an email address that will be used to log in and for password resets.' Below this is a white text input field labeled 'Email Address'. A callout 'b.' points to this field. Underneath, it says 'Choose a password that meets the following minimum requirements. Your password must contain:' followed by a bulleted list: 'at least 6 characters', 'at least one uppercase letter', 'at least one lowercase letter', 'at least one number', and 'at least one special character'. Below the list are two white text input fields: 'Password' and 'Confirm Password'. A callout 'c.' points to the 'Password' field. At the bottom of the form is a white button with a right-pointing arrow and the text 'Continue'. A callout 'd.' points to this button.

e.) You will receive a confirmation email from Green Employee Messaging System. This email is sent to the email that you used to set up the account. *(HINT: If you do not see the confirmation email, double check your spam or junk folder)*

f.) Open the confirmation email follow the listed prompt. A link will be given for you to finish the account setup process. **Click that link and enter in the requested information.**

g.) You will be prompted to send a verification code to your email address.

- h.) You will then receive an additional email from Green Employee Messaging System with the activation code. **Enter that code you received via email into Greenshades.** (You can copy and paste)
 - i.) Hit Continue
 - j.) Login using your email address and the password you created.
 - k.) We recommend saving this page as a favorite or bookmark
- 4.) Once you are logged in you can navigate the site using the green bar at the top of the page.

[Employee Home](#)

[HR Profile](#)

[Pay History](#) ▾

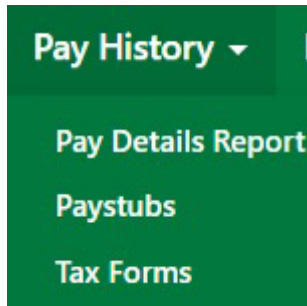
[Benefits](#)

HR Profile

Navigate through your HR profile using the list to the left of your name. Changes such as address, and dependent information can be made using the button. Most changes will require system approval from HR or Payroll. Please call HR at **610-495-5200** with any questions regarding eligibility or changes.

Pay History

Hover over the pay history tab for more options



Benefits:

Under the benefits tab you can view your Current benefit elections as well as Pending benefits. You may also see which benefits you are eligible for prior to enrolling.

To the right of your current enrollment is where you will complete Enrollment as a new hire, complete open enrollment or claim a qualifying life event.

To claim a qualifying life event, click on the blue button

Qualifying Life Events

Have you had a life event that qualifies you to modify your current benefit elections?

[Claim a Qualifying Life Event](#)

All life events must be submitted within 30 days of the event date

- 1.) Which benefits are you changing?
- 2.) What kind of life event?
- 3.) Supporting documentation **MUST** be uploaded for approval. Without documentation your request will be denied.
- 4.) Enroll in or waive appropriate benefits. Make sure all dependents, if applicable are correct and attached to the correct plans.
- 5.) Make sure you are enrolling in all Required plans (100% Employer paid at no cost to the employee)

Required

- 6.) Scroll to the bottom, type your name in the signature box)

Signature:

- 7.) Click Sign and Submit

Sign and Submit

- 8.) You are all done, and your request has been submitted to HR for approval.