

## Online Paystubs & W2s

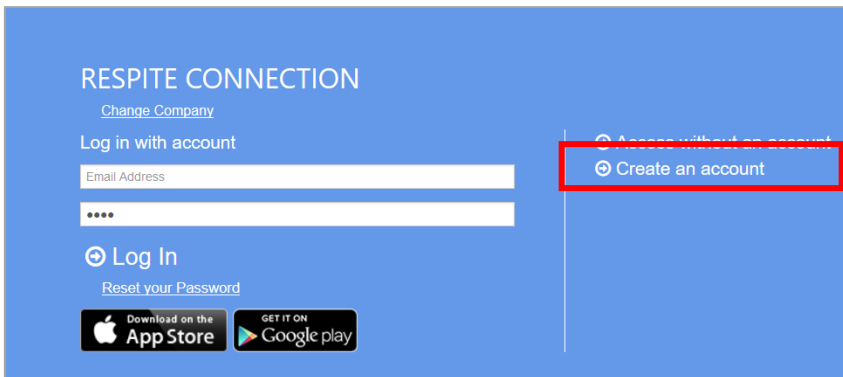
www.respiteconnection.greenemployee.com

Your paystubs and W2s can be accessed online through our payroll partner, Green Shades at the website above. You will have access to your paystubs and W2s for the current and previous year. You can view, download or print these documents anytime. **You will not receive a paper paystub in the mail!** If you prefer a paper copy be sent to you please let us know and we will have them sent to you after each payday. Directions for setting up your account and accessing your information are below.

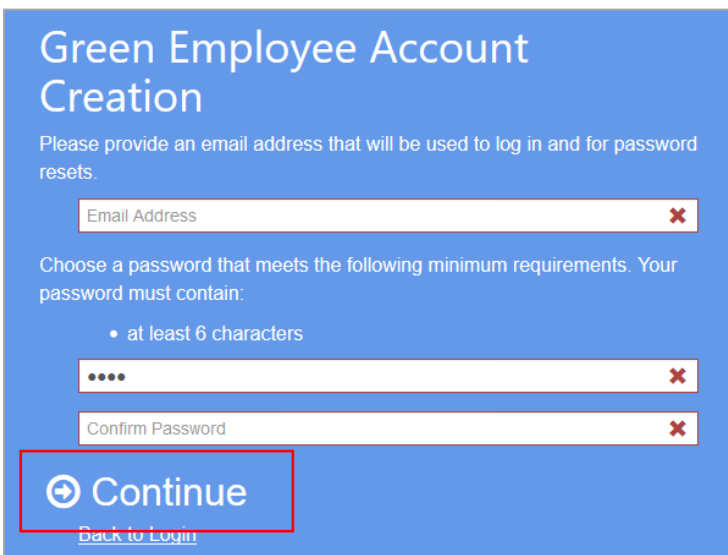
You can also download the Green Employee app for Android or IOS. During setup it will ask for the company code which is **respiteconnection** (all one word). Only paystubs are available on the app, not W2s. It will use your same user name and password as the website!

If you have any questions or issues accessing the site, please contact our office at 515-277-1050.

1. Click **Create Account** on the right side of the page.

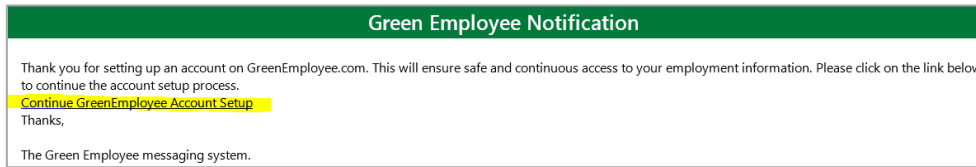


2. Enter the email address we have on file for you. Choose a 6 character password, click **Continue**.

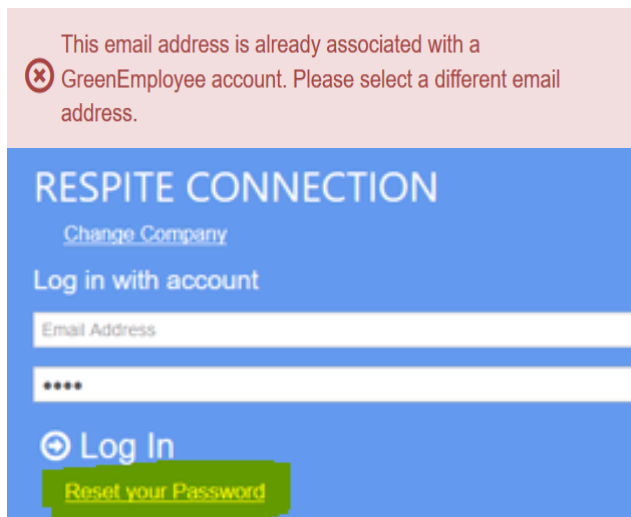


## Online Paystubs & W2s

- You will receive an email with a link to finish creating your account. Click the link provided. (Example of the email below)



**NOTE: If you have already accessed the system with that email you will receive the pink message below. That means you need to reset your password. Click “Back to Login” then Click “Reset password”. (Pictured below)**



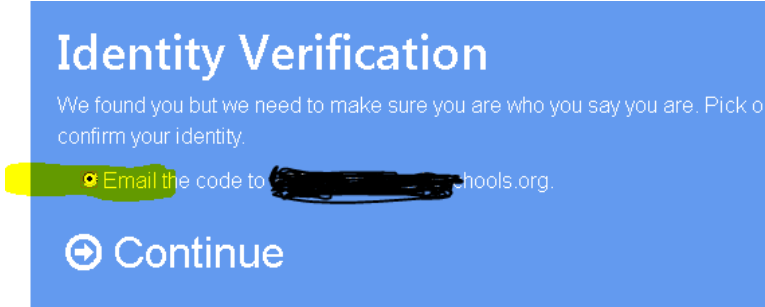
- You will now need to enter your Social Security Number – **do not use dashes enter it (for example 479009999)**. It will also ask your date of birth – **use this format MM/DD/YYYY (for example 01/01/2000)**. **YOU MUST TYPE IN THE / BETWEEN THE NUMBERS**. It must be entered exactly to match you with our system.

**NOTE:** (It may say at the top it has not found you or it needs to connect you with our company. Be sure to hit Continue after entering in your social security number and birthdate.)

- The system requires a 2<sup>nd</sup> Level Identity Confirmation beyond just finding your email address. You will receive a code that must be entered to complete the registration process.
  - YOU MUST CLICK ON THE CIRCLE TO SELECT TO HAVE THE CODE EMAILED OR TEXTED TO YOU BEFORE YOU HIT CONTINUE.** Otherwise you can get stuck in a continuous loop.

# Online Paystubs & W2s

(The email is disguised for privacy – it will only show you a few letters then will show \*\*\* in place of the other letters)



6. When you receive this email, follow the link and log in with the password you entered at the beginning of this process.
7. Once you log in you can view your most recent paystub from the home screen as well as access previous paystubs and W2 forms.

The Respite Connection

Jane Smith Account Settings Sign Out

Employee Home Pay History Paystubs Tax Forms Pay Details Report

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

Your Most Recent Paystub

Your most recent direct deposit was on 9/14/2015 View

	This Check	Year to Date
Gross Pay:	\$150.00	\$ 7,607.28
Taxes:	-\$10.75	-\$ 977.68
Deductions:	-\$0.00	-\$ 504.52
Net Pay:	\$1,783.70	\$ 6,125.08