

# GreenEmployee.com

## Manager Basics

This quick-start guide describes how managers use the Manager Center, delegate responsibilities, and view subordinate pay history information use the Green Employee portal.

### Using the Manager Center

As a manager, you will be provided an additional section of the Green Employee portal designed for managing your subordinates. This is called the Manager Center. You can access the Manager Center using the menu option at the top.



The Manager Center is a dashboard of information provided by module. Below is an example of what your manager center may look like.





Manager Center	
	There are <b>11</b> employees currently reporting to you. <a href="#">(View Org Chart)</a>
	Your subordinates are currently viewing: <b>0</b> message(s) and <b>0</b> bulletin(s) that you created. <a href="#">(View)</a>
 Time Off	Your subordinates have submitted <b>16</b> time-off requests for approval. <a href="#">(View)</a> Your subordinates have accrued a total of <b>41,807</b> hours of time-off <a href="#">(View)</a>
 Pay History	This website has <b>1</b> pay documents for your subordinates from the 12/1/2012 payrun. <a href="#">(View)</a>
 Timesheet	There are <b>1</b> timesheets waiting for your approval. <a href="#">(View)</a> For the pay-period including <input type="text" value="6/28/2012"/> there are: <a href="#">(View)</a> <ul style="list-style-type: none"><li>• <b>11</b> subordinates who have not yet submitted their timesheets for review.</li><li>• <b>0</b> subordinates with timesheets waiting for your review.</li><li>• <b>0</b> subordinates whose timesheets have already been approved.</li><li>• <b>0</b> subordinates whose timesheets were denied.</li></ul>
 Profile	There are <b>5</b> employee profile changes waiting for your review. <a href="#">(View)</a>

Figure 1 – Manager Center

### Viewing Subordinates Paystubs


If permitted by HR/Payroll, you may have the capability to view your subordinates' paystubs. To view paystubs, click on the View link for the Pay History module shown in Figure 1. Here you may select a check date and download either the check stubs or direct deposit slips of your direct reports or all of your subordinates. Clicking download will generate a PDF with all of the pay documents selected.

**Subordinates' Pay Info**

Show only my direct reports  
 Show all of my subordinates

Check Date: 11/1/2018

Employee Totals		Pay Code Totals	
Total Employees	8	SALY	\$6,236.83
Number of Checks	6	HOLI	\$128.80
Number of Direct Deposits	2	HOUR	\$2,475.05
		SICK	\$273.60

 Download Click to download a PDF of these check stubs.


 Download Click to download a PDF of these direct deposit slips.

Figure 2 – Paystub Download

## Delegating to another employee

If you leave for vacation or otherwise need to delegate some or all of your manager responsibilities to another employee, you can do this under Edit Account. Delegating allows you to give another employee the same capabilities you have under the Manager Center for your subordinates. You can delegate based on modules. For example, you may wish to delegate only timesheet reviews and save reviews of the time off requests until you return from vacation.

To delegate to another employee, go to Edit Account under the Supervisor Delegation tab. You can use the Search capability to find the employee and use the check boxes to delegate the appropriate level of responsibility.

[My Account](#) | [Notifications](#) | [Manager Notifications](#) | **[Supervisor Delegation](#)** | [Homescreen](#)

You are currently delegating supervisor responsibilities to:

Employee Name	Timesheets	Time Off	Profile and Document Changes
Pillar Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To delegate supervisor responsibilities to other employees, enter their name below:


 Search

Figure 3 – Setting up Supervisor Delegation

## Manager Notifications

As a manager, you are provided a separate set of notifications which you can enable or disable. You can view these by going to Edit Account under the Manager Notifications tab. Here you can determine which email notifications you would like to receive and designate the appropriate email address to send them, as shown in Figure 4.

I would like to receive email notifications when:

- my subordinates change their profile
- my subordinates submit their timesheets
- my subordinates request time-off

Send these emails to my .

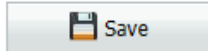


Figure 4 – Setting up Manager Notifications