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.

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.

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.

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.

My Account | Notifications | **Manager Notifications** | Supervisor Delegation | Homescreen

I would like to receive email notifications when:

☑ my subordinates change their profile

☑ my subordinates submit their timesheets

☑ my subordinates request time-off
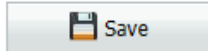
Send these emails to my [corporate email address ▼].

[💾 Save]

Figure 4 – Setting up Manager Notifications