Changelist for GreenshadesOnline.com, GreenEmployee.com, and DownloadMyForm.com

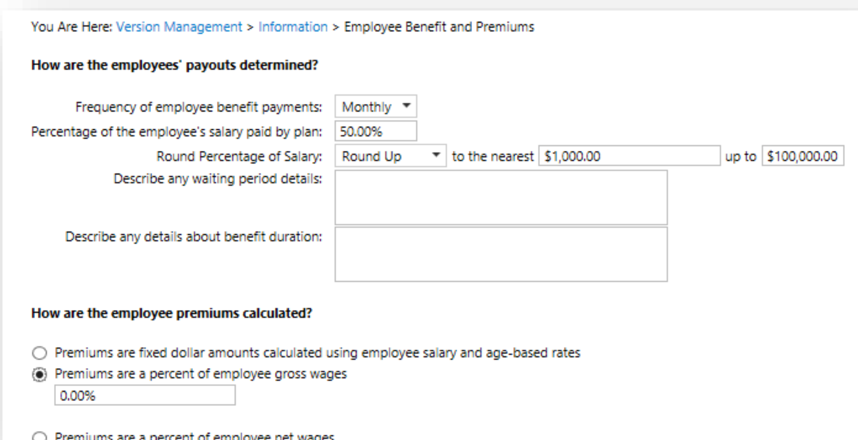
Changelist for 10/13/2017
Mobile App

- Updated both mobile apps to show employees all available 1095-Cs and W-2s, not just the last two years' worth.
- Added an iPad compatible version of the iOS app to the app store alongside other iOS 11 updates in preparation for Apple's next operating system update.
- Added additional logging to the mobile apps to differentiate between a mobile app log in and a website log in.

Changelist for 9/20/2017
GreenshadesOnline Benefits Self Service

- **Disability Settings:** Support the ability to calculate employee premiums based off percent of gross wages and net wages.

  Settings > Employee Services > Benefits > Benefits > Disability Insurance Benefits > Edit > Next



Changelist for 9/14/2017
GreenshadesOnline Updates

- **Documents:**
  - **I-9:** I-9 compliance updates for new List C options and reordering
  - **Direct Deposit:** Add the ability to designate which Direct Deposit accounts are pre-note when multiple accounts exist.
- **Messages & Bulletins:**
  - **Messages:** Small UI update when selecting only 1 employee
  - **Notifications:** Fix the load more button on the GreenEmployee homepage
- **Timesheets:**
  - Update column in Timesheet Settings to match the column name to the column it represents
  - Add export to Excel option in Timesheet IP Filters settings

- **Time Off:** Allow employees to submit two un-overlapping time off requests in the same day

Changelist for 8/30/2017

Download My Form Updates

- **2017 W-2 Support:** 2017 Compliance updates to prepare the W-2 for tax filing season.

Changelist for 8/9/2017

GreenEmployee Updates

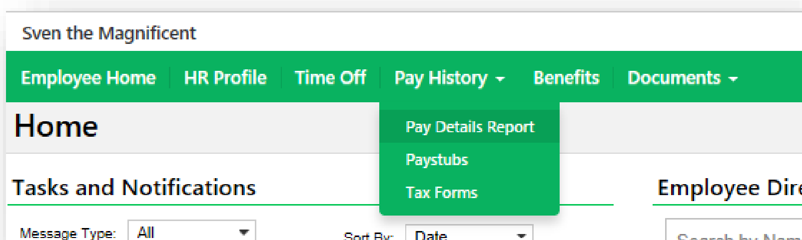
- **GreenEmployee**: Employees and Managers will now have improved activity monitors so they aren't logged out of their account while still using GreenEmployee
- **Account Management:**
  - Employees who use 2FA will be prompted to provide 2FA login information when they switch device or IP address.
  - Employees can now manage their saved devices for their 2FA enabled account in account settings.
  - The employee login process underwent general UI updates.
- **Timesheets:** When an employee has OT that is deferred, we're adding an explanation to the timesheet affected

Download My Form Updates

- **2017 W-2 Guam Support:** We have added the ability to create the form in downloadmyform.com for the W-2GU.

GreenshadesOnline.com Updates

- **Pay History (Menu Header):** The header dropdown order had changed to allow the pay history details to appear first, this is simply a reorder of the current pages.



- **Admin Account Management:**
  - Admins who use 2FA will be prompted to provide 2FA login information when they switch device or IP address.
  - General UI updates for the admin account creation process

Changelist for 7/19/2017

GreenshadesOnline Updates

- **Admin Access Settings:**
  - Managing admin access settings are updated to a grid format to allow for easier user navigation.
  - Admins can see recent accesses to their account in Access Settings > Recent Activity
  - Small UI changes for Admins managing their own account and logging in

- **Employee List:** Employment type has been added as a reporting option on the home page's employee list.

Changelist for 6/28/2017

GreenshadesOnline Updates

- **Employee Access Settings**: Added warning text describing nearly every Employee Access Setting, additional audit logging for employee account changes, and new employee management tools under Settings -> Access Settings -> Employee Access.
- **Admin Access Settings**: Added a link in the header for admins to manage their own access settings easier, enhanced some basic security features for admin log in.
- **Employee Tax Distribution Preference Report:** Reports> Basic Employee Reports> Employee Tax Distribution Preference. The employee Work Location was added to this report for more granular reporting.

Benefits Self-Service

- **Open Enrollment Setup Options-Passive Enrollment:** The final step of the open enrollment setup, will offer administrators the ability to automatically enroll employees in the current year's versions of their prior year benefits.

Year End Forms Updates

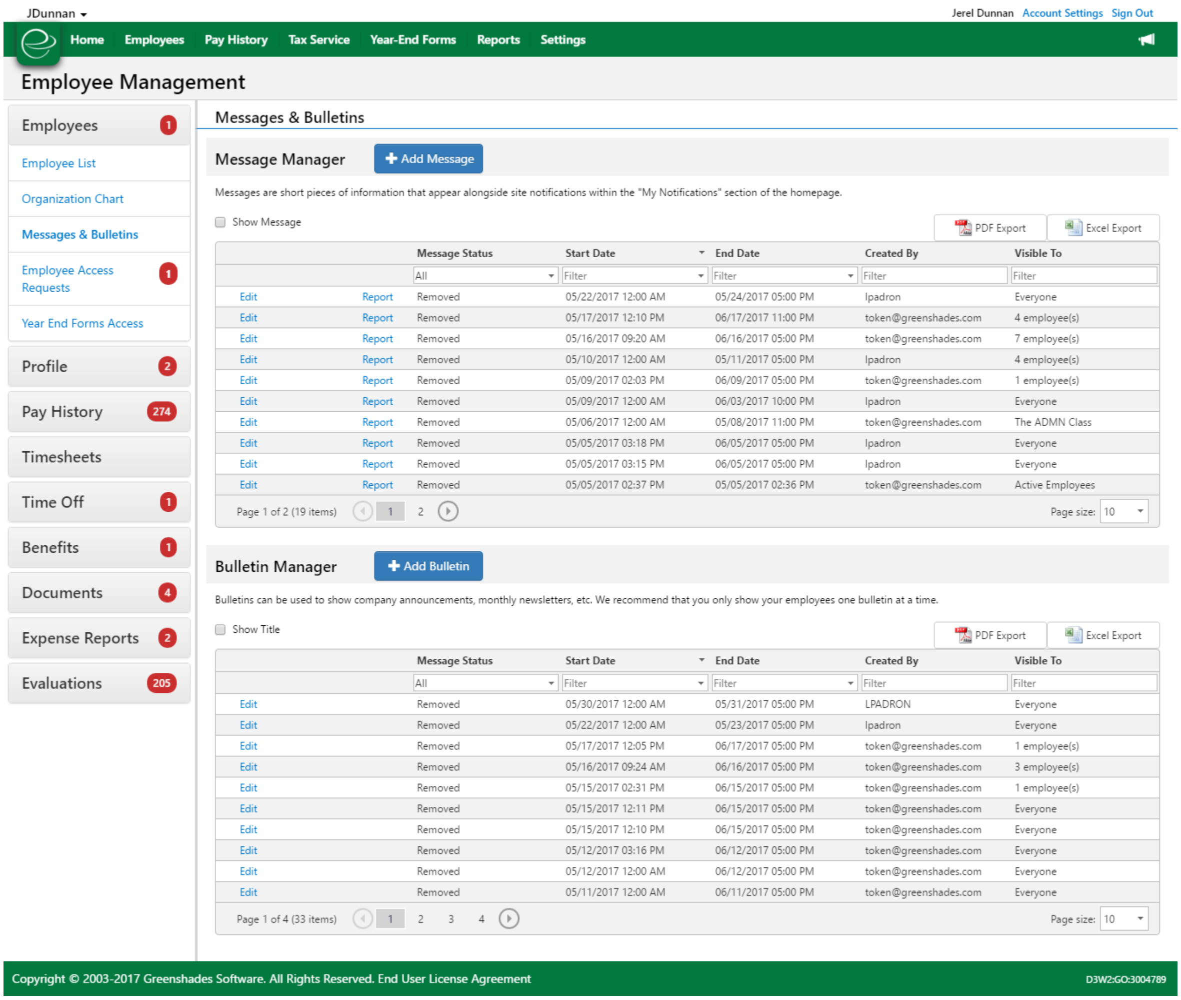
- **3rd Party Local Mappings Improvements:** We have added Indiana county codes for W-2 Box 20, expanded the character limit for Box 20, and improved the logic to help parse the reporting jurisdictions local codes depending on the source to reduce manual edits required post import.

Changelist for 6/6/2017

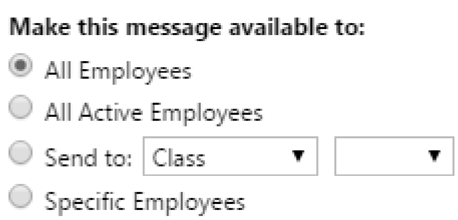
GreenshadesOnline Updates

- **Timesheet Review Center:** Continued to increase performance in the Timesheet Review Center when loading the main page, sub-pages and grids. This is a continued effort and users should expect to see incremental improvements over time.
- **Messages and Bulletins:** Design changes to simplify the settings in this section. All functionality remains the same, but here are some key changes:

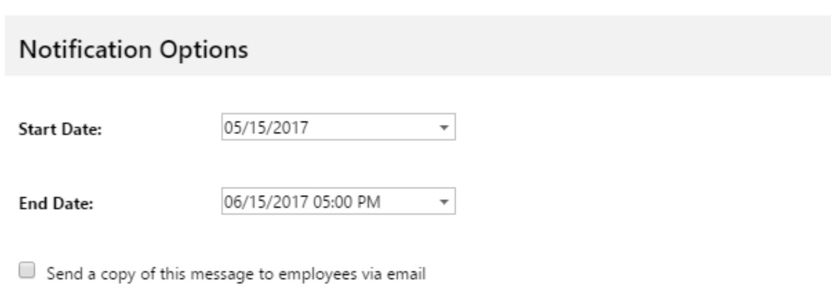
    1. Messages now appears above Bulletins and the Message Status column can now be used to show inactive messages so the "Show Inactive" checkbox has been removed.



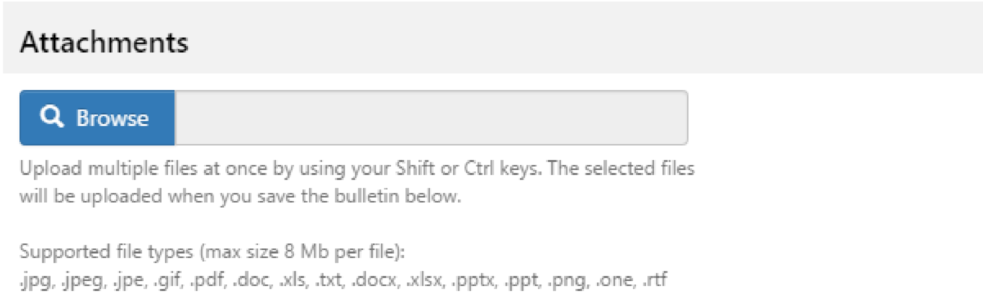
2. Filtering options are simplified – use “Specific Employees” to filter to one employee or many employees.



3. End Date and Time are combined into 1 dropdown:



4. Bulletin attachments look different – you can select more than one by clicking on the “Browse” button and using your ‘Shift’ or ‘Ctrl’ keys to select multiple files. The files are uploaded once you save the bulletin. We are planning to update this section more in the near future.



Changelist for 5/18/2017

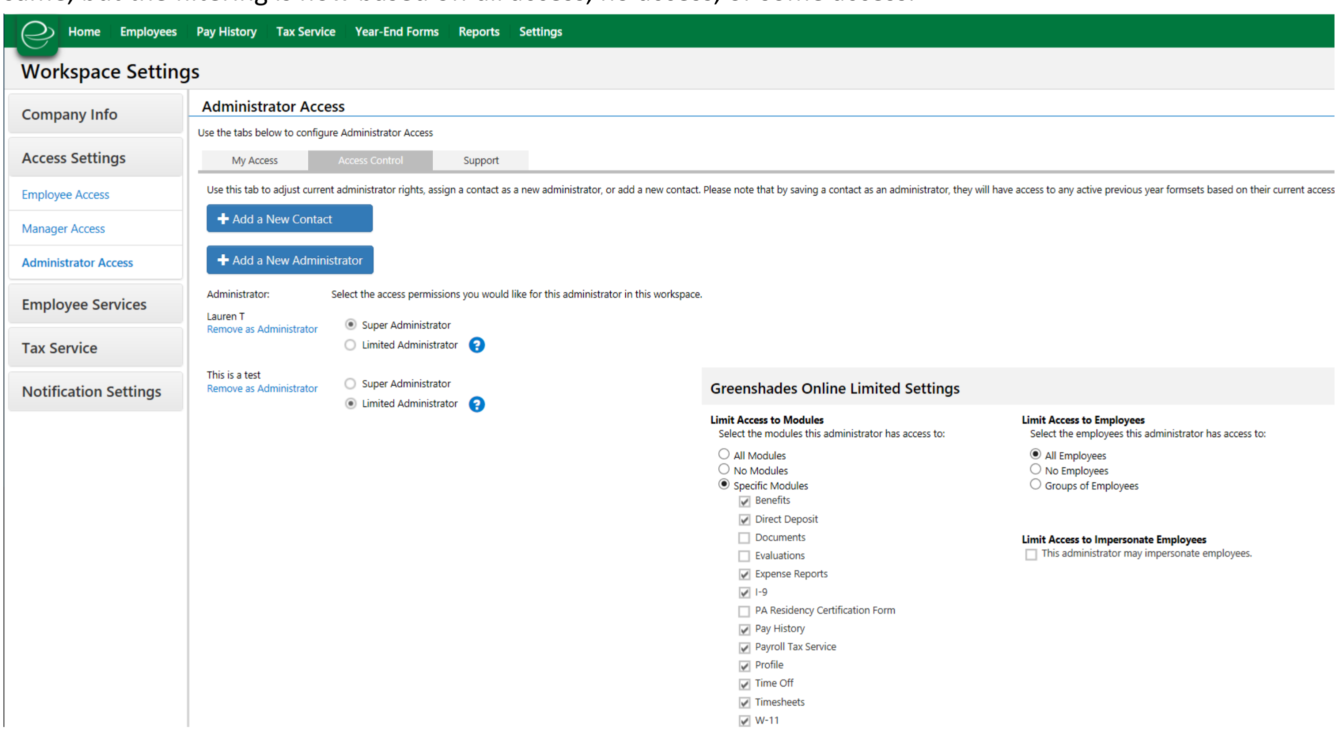
<u>GreenshadesOnline Updates</u>

Benefits

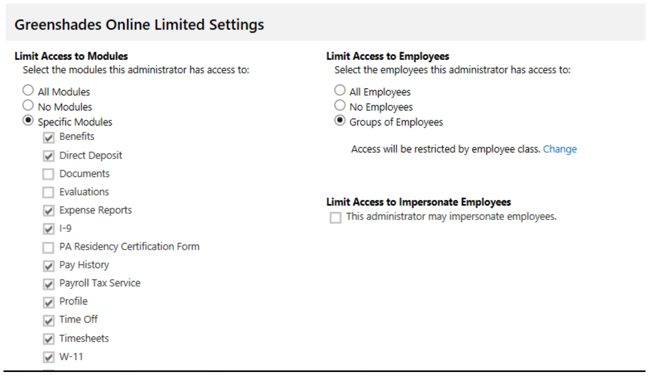
- **Enrollment Reports:** Improved UI and instructions. Fields and settings were added to the enrollment reports to allow for a more refined reporting process.
- **Eligibility and Package Approval:** The following fields were added to the pending package approval queues.
  - Class
  - Adjusted hire date
  - Currently enrolled in benefits(Y/N)

GreenshadesOnline

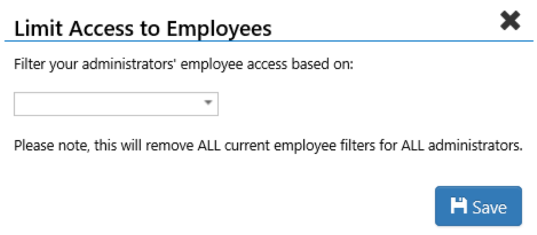
- **Limited Administrator Access Settings:** Design changes to simplify the setting. Functionality has remained the same, but the filtering is now based off all access, no access, or some access.



1. You can limit Access to employees can be filtered by selecting “Groups of Employees”.



2. You can change how you restrict access by clicking the blue "Change" hyperlink. A popup will appear and allow selecting what filter you would like to use to limit employee access. Reminder this will be the filter for all the admins.



Changelist for 5/15/2017

GreenshadesOnline Updates

GreenshadesOnline

- **Employee Access Settings:** When a new module is enabled for a workspace, employee access will now default to "Off" so employees don't have access until the admin grants it (no change for existing modules).
- **Manager Emails:** When a manager becomes inactive or is terminated, they will no longer receive emails about any subordinates but will still continue to receive emails about their own accounts (like a paystub is available or their password has been reset).

Changelist for 4/27/2017

GreenshadesOnline Updates

Benefits Module

- **Cost Calculation:** Increased performance in the cost calculator behind the scenes during the sync process.

GreenshadesOnline

- **Timesheet Review Center:** Increased performance in the Timesheet Review Center (TRC) when generating timesheet warnings. You may see a warning at the top of the TRC if timesheets are still being processed to check for warnings/errors.

Mobile Apps

- **Android App:** A new version of the Android app is available in the Google Play app store
- **iOS:** A new version of the iOS app will be available in the App Store pending review by Apple

Changelist for 4/6/2017

GreenshadesOnline Updates

GreenshadesOnline

- **Employee Notifications:** Employees of clients using pass-through authentication will no longer get links to GreenEmployee in their auto-generated emails.
- **Employee List:** Added HR status to allow for more granular detail tracking of employment status.

Benefits Module

- **Admin Notifications:** Admins email notifications will now include company name and city.
- **HSA & FSA Setup:** Small, low impact design updates.
- **Eligibility Changes Grids:** New fields are added and admins are now able to export the Pending Benefit Package Changes and All Benefit Package Changes.
- **Eligibility and Enrollment Reports:** Small, low impact design updates.

Changelist for 4/3/2017

GreenshadesOnline & Green Employee

GreenshadesOnline

- **I-9:** When an administrator completes an I-9 and includes details for the Doc A portion (passport or passport ID card), Greenshades now requires a copy of the employee photo on the document. All other information may be obscured as necessary.
- **Employee Notifications:** Employees of clients using pass-through authentication will no longer get links to GreenEmployee in their auto-generated emails. (Pending future release on 4/6/2017)
- **Employee List:** Small, low impact design updates.
- **Organization chart:** Small, low impact design updates.

Changelist for 11/4/2016

GreenshadesOnline Updates

Benefits Module

- **AX Sync:** Added the ability for admins to map multiple benefit codes in the staging tables at a more granular level.
- **Account Settings:** Added the ability for employees to receive verification emails when a submission is made from qualifying life events and open enrollment events.

GreenshadesOnline

- **Employee Notifications:** Employees are notified via email and homepage notification when security related changes are made to their account, such as:
  - Direct deposit information is add/removed/updated
  - Profile information is added/changed/removed
  - Employee account has been disconnected from their user ID and password
  - Dependent information is added/updated/removed
  - Contacts have been added/updated/removed
- **Admin Notifications:** Admins are notified and the action is logged in the Admin Action log when the following actions happen. There is a new setting in Greenshades Online to toggle the email notifications.
  - The admin affected and super admins are notified when a change is made to the admin's access settings
  - Super Admins are notified when a new admin is added to the workspace
  - Super Admins are notified when an employee's permission level has changed
  - Super Admins are notified when a manager's settings have been changed
- **Reports:** Update the 'Employees who have used GreenEmployee' to include fields from the new SSO including 'Account Created', User Name, Password Created At, and Last Signed In IP.

- **Employee Profile:** Below the user name for each employee, we've added the date and time when the employee's password has last been changed.
- **GreenEmployee -> My Account:** The employee can now see a grid of their access attempts, similar to the one that admins can see on the employee profile.
- **Manual Account Approval:** There are additional fields in the modal that opens when admins review a manual approval request
- **Misc:** Employees experience an improved flow when their account is no longer attached to an active employee or company.

Changelist for 10/13/2016

GreenshadesOnline Updates

Benefits Module

- Added the ability for admins, on setup of Cafeteria Plans, to add an additional percentage of their employee's salary to the total amount provided by the employer per period.
- Admins will now have the ability, once Cafeteria Plans are added, to select multiple Cafeteria Plans for employees to choose from within their Benefit Package setup. If more than one Cafeteria Plan is set up by the admin, during Open Enrollment or Qualifying Life Event (QLE) the employee will be presented a new screen in the wizard workflow to choose which Cafeteria Plan they want. The employee will only be able to select one of these plans.

Changelist for 8/17/2016

GreenshadesOnline Updates

- **Pay History:** Add setting to show/hide $0 earnings lines on pay statements
- **Security**: Add 2nd Factor Authentication via text option for admins

Changelist for 8/11/2016

GreenshadesOnline Updates

Benefits Module

- Support was added to the existing Group Term Life (GTL) tax calculation for employer paid life insurance in excess of 50k to be calculated appropriately and synced to the correct GP codes.
- Added data validation to the Open Enrollment (OE) and Qualifying Life Event (QLE) workflows for Employee+ Family coverage to include a spouse and at least one child when adding dependents to the plan.
- Added a display for each employee's ACA 1095-C Lines 14-16 (Part II) on their employee care ACA Details page, as well as covered individual information (Part III) for employees enrolled in self-insured coverage.
- Updated the Minimum Essential Coverage (MEC) Offer requirement to 95% for 2016
- Updated the Federal Poverty Line thresholds to $11,880 and 9.66% for 2016
- Updated the reports accessible through the ACA Dashboard to report the information most requested by admins and relevant to the ACA reporting process.

Changelist for 07/26/2016

GreenshadesOnline Updates

- **Profile:** Added a setting to allow administrators to choose the way tenure is calculated. Admins can choose to calculate tenure based on original hire date or adjusted hire date.
- **Timesheets:** Pay Group Assigner – Increased the functionality to include employees already assigned to a pay group. This allows administrators to reassign large groups of existing employees and will be helpful for the upcoming overtime changes.
- **Time Off**: This setting is only available to clients with the Time Off module and not the Timesheets module. Admins can choose how their PTO is group in the down sync to the accounting package.
- **Org Chart:** Employee ID has been added to the Org Chart as an option and is defaulted to 'off'.
- **Various Fixes:** Corrected the error message in direct deposit settings, confirmation message on employee evaluation deletion, block modules from sending emails to employees who don't have access, checkbox selector functionality in reports, and footer content updates.

Changelist for 7/14/2016

GreenshadesOnline Updates

Profile Module

- Expanded the admin control for the Profile module fields. Admins may now choose to make each field *Visible*, *Editable*, and/or *Required* by employees for their Personal, Address, Dependents, Contact, and Work Location information.
- Auto approvals are now broken down to turn on per Profile section. Additionally, Dependent and Contact auto approvals for Adds, Edits, and Removals are further broken down.
- Admins now have the ability to approve/deny each submitted Profile change, rather than all or nothing. They may also edit a submitted requested change if necessary. Employees will be notified accordingly through email and on their GreenEmployee homescreen.

Changelist for 06/17/2016

GreenshadesOnline Updates

- **Reports:** Created a report that shows administrators a summary view of timesheet entries (after overtime calculations) for a given time period. This report summarizes timesheets into one line per day per employee per paycode.
- **Timesheets:** Added a warning to timesheet entry for when the entry has been split into multiple entries (splitting continues to happen based on timesheet settings).
- **Various Fixes:** Corrected the way timesheet comments were displaying by removing unnecessary HTML tags, standardizing menu items across GreenshadesOnline and Green Employee, updating popup modals to have multiple ways to close the window.

Changelist for 05/26/2016

GreenshadesOnline Updates

- Expanded the admin security settings to restrict admins from reusing old passwords. This is defaulted to the last 4 passwords and can be raised to include the last 8 passwords. This will go into effect for future passwords and will not include any passwords used prior to this setting existing. This is an internal setting; please contact the Support Team to change these setting for your admins.

- Admins can also force all administrators to periodically reset their passwords after a period of time. This is currently set at 90 days for all administrators, and can be overridden. This is an internal setting; please contact the Support Team to change these setting for your admins.
- **Expense Reports:** Admins can now allow employees to mark an expense as non-reimbursable. This expense will not downsync into the accounting package but will be saved for reporting purposes.
- **Time Off:** Admins can now set up holidays that cover a range of days. The field for 'work date' has been removed and an 'end date' has been added. Old holiday entries will use the 'Work Date' as both start and end date.
- **Timesheets:** Admins can now restrict employees clock-ins to one of the three options:
  1. Employee's home department
  2. Any department assigned to the employee (assigned in accounting package)
  3. Any department

Changelist for 12/8/2015

DownloadMyForm.com / Year-End Forms Updates

- Applied 2015 IRS updates to all form types that Greenshades offers support for through the Year-End Forms portal
- Added Corrected 1095-B form indication, import, and corrected functionality
- Changed the MMREFPIN field within the 1095-C set up to the Business Name Control (BNC), which is an optional field that will be passed on to the 1095-C eFile through Year-End Forms
- Added data validations to individual forms within 1095-C formsets to handle conflicts between codes and amounts reported on Lines 14, 15, and 16
- Added 2015 1095-C and 1095-B form templates for download and mail service distribution

GreenshadesOnline Updates

- Updated reference to employee W-2 consent settings to include the 1095-C, as any electronic consents given will be counted for the W-2 and 1095-C forms

GreenEmployee Updates

- Updated reference to W-2 pre-consent settings to include the 1095-C, as any electronic consents given will be counted for the W-2 and 1095-C forms
- Added IRS electronic consent disclosures to the employee consent page and tax forms view page to inform employees of how to withdraw consent, download and print their tax form(s), and how long the form(s) will be available

Changelist for 11/3/2015

DownloadMyForm.com / Year-End Forms Updates

- Employees with disabled pay history module who have selected to receive electronic tax forms through GE will be defaulted back to paper for distribution purposes and reflected as such through the Year-End Forms portal

- Applied 2015 IRS updates to form types W-2 and 1098-T

- Added a country codes mapping step within the 1095-C welcome wizard, if applicable

- Updated language within 1095-C excel template and added warnings on YEF for self-insured plans to include the employee as a covered individual if covered for any month during the year

- Added the ability to import total employee count, by month, through the 1095-C excel template to YEF

Changelist for 10/8/2015

DownloadMyForm.com / Year-End Forms Updates

- Updated 1095-C support to comply with 2015 IRS updates through Year-End Forms portal.
  - Added initial setup wizard to indicate Plan Start Date, Transition Relief methods *(if applicable)*, Aggregated ALE Group Members *(if applicable)*, Self-Insured Plans *(if applicable)*, ACA Contact Info, DGE designation *(if applicable)*, and Total Employee Count.
  - Added a page to handle duplicate SSNs found and combine those entries.
  - Verification page containing the coordinating 1094-C data for review
  - 1095-C form will be accessible through GreenEmployee.com if an employee has consented to receive electronic tax forms.
  - Mail Service/Download & Print distribution options available
  - eFile access through the Year-End Forms portal

- Added full support for the 1095-B IRS form through the Year-End Forms portal.
  - Import of 1095-B data available through an excel template upload accessible through the Import Wizard.
  - Year-End Forms portal will generate the 1095-B forms based on the imported data.
  - Verification page containing the coordinating 1094-B data for review
  - Mail Service/Download & Print distribution options available
  - eFile access through the Year-End Forms portal
  - Reporting access based on 1095-B data

Changelist for 7/14/2015

GreenshadesOnline Pay History Updates

- Added the ability for admins to disable the pay history module on an individual employee basis through the "Employee Login" page within their profile.
  - This will restrict the employee from viewing their paystubs, tax forms, and pay details.

- Added an option for the admin to hide the red notification alert for distributing paychecks and paystubs.
  - Option available to disable/enable through the settings → admin notifications.

- The batch ID for print & mail submissions is now listed within the order grid for client reference.

- W-4 exemption/status information will now display historical on corresponding paystubs.

Changelist for 5/27/2015

GreenshadesOnline Pay History Updates

- The Pay History Dashboard page is now separated into two different pages:
    - Distribute Statements:
        - Ask Greenshades to Print & Mail your paychecks, check stubs, and direct deposit slips, or download and print yourself.
        - There is a quick link to the Distribution page accessible from the home page payroll summary widget.
        - The Checks & Paystubs Distribution Wizard has been given a more user friendly look and workflow.

    - Pay History Details – This page gives you expanded payroll details on each of your employees by pay codes, hours, and wages.

- A new “Pay Distribution Status” report is available within the Reports tab and on the Pay History Details page. This report will show the current status of each employee’s distribution preference, whether by paper check or direct deposit.

GreenEmployee Pay History Updates

- Pay History tab within the navigation is now broken down into 3 pages:
    - Paystubs – There are no functionality changes to this page, however this page will now only display paystubs.
    - Tax Forms – Employee’s W-2, 1095-C and T4 tax forms are now accessible through this new page, (previously available through paystubs page).
    - Pay Details Report – This new report is available to employees to view their check details at a glance for comparison for a specified date range.

Changelist for 4/24/2015

W-4 Updates

- The W-4 module was updated to match the income brackets changes for 2015.

Widget Location

- The widgets on the homepage were updated to ensure that they save the user’s location preferences.

New Password Restriction Options

- Admins can now restrict users from re-using old passwords when setting a new one. The number blocked is variable up to six. This feature can only block passwords that are set after its release, since they were not tracked before.

- This is done in Settings → Access Settings → Employee Access → Security Policy. All password restrictions are found there.

Password Reset Options

- This feature introduces security questions as an option for password resets.
- First-time users will set up two security questions *or* provide an email address specifically for resets. They must do at least one, but may do both.
- These are set on initial login and can be changed (or set, for current users) in the user's Account Settings.
- If a current user doesn't set up either of these and resets their password, the reset email will go to one of their emails in GreenEmployee.com.
- Users can be locked out by answering the questions wrong too many times. The number of times is the same as the incorrect password attempts setting, set by the admin.

Mask SSN in HR Profile

- User's Social Security Numbers will appear as ***-**-1234 in the GreenEmployee.com view of the HR Profile. Clicking Edit will allow them to see the whole number and make changes.

Changelist for 10/8/2014

GreenshadesOnline Payroll Tax Service

- You now have the ability to let Greenshades know when you have submitted a filing or payment yourself, outside of the system. This option is available on the filing and payment screens. This will still create a historical entry for filings and payments, as well as moving the paid or filed through date forward just as if it had been submitted through our system.
- Tracking pages that include rates now display the percentage value for the rate entered. This is for verification purposes to ensure the correct rate has been entered. Please enter all rates as decimals.
- The admin notification settings now include the option to alert you whenever there is an issue with credentials, account numbers, and rates. This is the same information listed as a warning on your home page but will be sent once daily as a reminder whenever issues are detected.
- There is now an optional field on your tracking pages that allows you to include a "Payment Threshold" for all of your payments. This gives you the option to set any amount you'd like to allow the payment to be adjusted by if there any variances in the payment amount the jurisdiction shows as due. The amount set in your tracking setup is the default, but you are able to edit the amount on each payment.
- You are now able to set which of your bank accounts will be the default account on your payment pages. You will still have the option to select which bank to use for each payment.

Changelist for 9/4/2014

GreenshadesOnline Payroll Tax Service

- Added a new Year-to-date Payment Reconciliation tool for payments. On every payment page, there will be a new option to show YTD liability, YTD Paid, etc. If the YTD amount due is different than the current amount, you can use the YTD amount instead of the original payment amount. This is useful when you have void or negative checks in past periods and you would like to adjust the current payment to account for them.
- Added a new Filing Amendment/Correction Warning. When enabled, this will produce a warning when the need to file an amendment is detected. In specific, if PTS finds that a voided check or changed wage data for a past reporting period, PTS is going to warn you that you may need to file an amendment. This warning will give the

new and old totals for the filing. The admin will be able to manually complete the filing and check off the warning.

- Added new support for manual checks with negative amounts. This change will process negative amounts if the manual check shares the same check number as the original check. This will reduce the liability on the original check date. If there are positive transactions, those will be applied to the check date of the manual check. If the negative amount is greater than the original positive amount for a particular earning, this can cause an error.

Changelist for 8/13/2014

GreenEmployee Benefits Self Service

- The Greenemployee Benefits Self Service module received look and feel changes to enhance its usability and appearance.
- Current, Pending and Eligible Benefit sections received an update. Available information and documents are now more consistent across benefit types and comparing different benefits is more user friendly.
- Profile information was added to the main benefits page so employees are more aware of potential updates needed.

GreenshadesOnline Benefits Self Service

- A new tab was added to the Benefits Self Service settings page titled "Benefit Groups". Benefit Groups allow administrators to group benefits together, forcing employees to choose between two similar benefits. Benefit Groups also give you more flexibility when deciding how the benefits should be presented to your employees, allowing you to re-order them any way you like.
- For health benefits types, an additional step was added to the wizard titled "Applicable fields". This allows you to customize what fields show per benefit.
- Waived health coverages now show as a single waive in the open enrollment elections review page instead of showing a waive line for each coverage level.

Changelist for 7/1/2014

Payroll Tax Service Updates

- Added validation of State Unemployment Rates, Account Numbers, and EINs to the Greenshades Online Credential Verifier. Administrators may notice new warnings and errors if the Credential Verifier finds that one of your rates or account numbers does not match what is reported by the filing agency.
- Updated the Greenshades Online Credential Verifier to provide nightly emails to administrators when login credentials are found to be incorrect.
- Made other general improvements to the Credential Verifier to increase its reliability and performance. This should result in more accurate and timely alerts to issues with your submission credentials.

Changelist for 6/6/2014

Expense Reports Updates

- Employees are now able to add mileage to their expense reports. These settings are controlled by their administrators in the Expense Reports Settings page. Designate a Category or Subcategory as a mileage expense and then setup the reimbursement rate in the Expense Report Template (this allows flexibility in rates per report template). When the employee selects that Category or Subcategory in their expense report, they can input mileage reimbursement information. We will automatically calculate the reimbursement amount for the employees and they will be able to edit like all other expenses (the Total Reimbursement field will always have the technical calculation for reference)

- Expense Reports and their settings pages received an update on the way several pages look and feel to better address their functionality workflows
- Administrators are able to send expense report transactions to their accounting package by either individual line items (this is current functionality) or by pay code (per report, all transactions will be grouped to similar pay codes and synced in those groupings)
- Administrators can now set a line item limit per expense report template. This can be accomplished in the Expense Report Template Settings area. Therefore, there are now two report limits an administrator can set: Per Line Item (an individual expense limit) and a Report Limit (current functionality for the limit for the entire expense report)
- The following grids had the following columns added to them:
  - Expense Reports Pending Review grid:
    - Supervisor
    - Submitted Amount
    - Reimbursement Amount
  - All Expense Reports grid:
    - Supervisor
    - Submitted Amount
    - Reimbursement Amount
- The Supervisor name was added to each expense report
- The Employee name was added to each expense report
- Administrators are now able to designate who is allowed to edit their employee's expense report fields, including categories and amounts. This setting can be found in the Expense Report Template settings pages
- Our robust Employee Applicability was added to Expense Reports so Administrators have more granular control over who can use each expense report template
- A "Send Back to Employee" button was added to the approval workflow of Expense Reports along with a notification so that the manager and/or administrator may send an expense report back for the employee to make changes and re-submit. Due to the improved workflow, the sign box has been removed.

Changelist for 4/23/2014

General Updates:

- When in the Documents section of Employees (note: Not the Employee Folder), we made several general changes:
  - We changed the sub-title name of "All Documents" to "Employee Documents"
  - We changed the sub-title name of "Download Documents" to "Batch Downloads"
  - We added a new sub-title area to view just reference documents that Administrators have assigned to employees: "Reference Documents" which will show you which reference-only documents have been made available for employees to view/read
  - We've added a column called "Tag" to the Pending Review and Employee Documents grids where Administrators and Managers can search the key fields of their employees' documents. When a search is performed, we will show the first key field and its value by default. If there are no key fields in the document, that area will be blank
- When in the Employee List under Employees, there are several small changes:
  - We added several columns to the Add Columns functionality of the Employee List:
    - "User Defined 1" and "User Defined 2"
    - "Phone Number 2" and "Phone Number 3"
    - "Termination Date"

        - “Supervisor”
        - “Company Name”
- When inside an Employee’s Folder, there are a few additions:
    - Under Personal Information, we added “Termination Date” (as well as the related Manager Access Settings necessary to control this setting)
    - In the Documents section of the Employee Folder, we added a column called “Tag” where Administrators and Managers can search the key fields of their employee’s documents. Unless a search is performed, we will show the first key field and its value by default. If there are no key fields in the document, that area will be blank
    - In the Organization Chart area of the Employee Folder, there is a link to the Organization Chart based on the employee. Clicking on it will take the Administrator or Manager outside of the Employee Folder and provide full Organization Chart functionality
    - We are now making Supervisor and Subordinate information more visible within the Employee Folder. When under Employment Information, if the employee being viewed has any supervisors or subordinates they will appear in a photo list format underneath the Organizational Chart information. Clicking on the names of a supervisor or subordinate (if access is allowed) will bring the Administrator or Manager to that employee’s folder
- We’ve added the ability to change the number of rows/results shown in many grids
- When editing a document as an Administrator or Manager, you can preview the attachment in a new window by clicking on the preview of the document or by clicking “Open in New Window” just above the document preview
- Document history has been added to respective documents for Administrators and Managers

<u>Time Off Updates:</u>

- Administrators now have a setting that dictates when Time Off will be sent to their accounting package. It can be found by navigating to the Time Off Request settings, then General tab, and then under Approval Settings find the setting that says “Delay sending approved time off to accounting package until the first day of the time off:” By default, it is not selected.
- Administrators now have settings to hide/show for employees: YTD Used, YTD Accrued, Available Balance, and Upcoming Usage. This can be found by navigating to Time Off Requests settings, then General tab, and then under Setting – Balances to Display you can use the check boxes to show or hide specific columns on the Employee Portal.
- Time Off Codes available to employees can now be restricted using the Employee Applicability rules Administrators have seen in other areas of the site. Note, this is for clients who do not have Advanced Time Entry (Timesheets).
- Added a setting to prevent a negative balance in Current Balances for employees.
- Employees can now opt-in (via settings) to receive email notifications of co-workers taking time-off but only if the Administrator has allowed them to view the Co-workers Taking Time Off widget on their homepage.
- We’ve improved the Time Off cancelation process by adding notifications for managers/administrators.
- When viewing a time off request, “View Other Time Off Requests Close to This Request” is now expandable and collapsible so that it doesn’t interfere with your workflow if you desire not to view this information.

<u>GreenshadesOnline Benefits Self-Service:</u>

- GreenshadesOnline now automatically detects potential benefit eligibility changes based on Benefit Package rules and will present suggested changes to administrators for possible acceptance or rejection.

- When an employee submits a qualifying life event, administrators will now be able to unenroll employee from any benefits he is enrolled in but no longer eligible for.
- A new report of each employee's current benefit package is now available under Reports.
- Greenshades Online Administrators can now view and change employees' assigned benefit package directly within the GreenshadesOnline employee management view.
- Greenshades Online Administrators can now view an employee's current benefit elections within the GreenshadesOnline employee management view.
- Support has been added for 401(k) permitted Catch Up plans for employees over the age of 50.
- Life Insurance Coverage Amount options have been enhanced to support the following new options/features:
    - Each enrollee type (employee, spouse, and children) can now be setup individually for the greatest flexibility
    - Any enrollee type can now be set to 'No Coverage Available' which will remove that option from the enrollment screen
    - Coverage amounts can now be set to an amount based on the employee's salary. This supports the ability to give the employee one or more options such as 1 times, 2 times, and 3 times employee salary for example.
    - Any coverage amount (fixed or maximum) can now be reduced by a certain percentage based on the employee's age.
- Employees leaving the enrollment page before submitting elections will now be warned and provided the option to stay on the page.
- Open enrollment elections are now filterable using a submitted time date range.
- Minimum contribution amounts are now supported and enforced for retirement benefits.
- Employees enrolling in a health benefit coverage other than Employee Only are now required to add a dependent to the coverage.

<u>Payroll Tax Service:</u>

- Pennsylvania Act 32 filings have been updated to better handle employee historical home and work addresses in the electronic files. This may shift some liabilities if you are a quarterly filer.
- Clients who manually change their Federal tax liability payment above $ 100,000 will now see the due date automatically change to assist the administrator in filing the payment as soon as possible due to the IRS Next-Day Deposit rule.
- Clients who incur over $ 100,000 in Federal tax liability in a single reporting period and are currently a monthly remitter will be automatically changed to a semi-weekly remitter based on IRS Next-Day Deposit rule. An email notification will be sent out to administrators to notify them of this.

Changelist for 3/11/2014

<u>Greenshades Online/Manager Center:</u>

- Managers and Admins are now able to create a 'Printer Friendly' version of their employees' evaluations. This feature can be found in the area called "Relevant Links" when the manager or admin is inside an employee's evaluation. Clicking on this link will open a new tab and populate the printer friendly version of the employee's evaluation.
- Columns added to grids and column name changes:
    - Time Off / Pending Time Off Requests grid: Employee Class, Time Off (Date Range), Period is now called Time Off (by Date), Request Date is now called Request Submission Date, Day of Week

    - Time Off / All Time Off Requests grid: Date of Approval/Denial, Time Off (Date Range), Request Date is now called Request Submission Date, Day of Week
    - Evaluations / Completed Employee Evaluations grid: Position, Supervisor Name
    - Evaluations / Upcoming Evaluations grid: Supervisor Name
- Time Off: When the global setting for creating outlook events upon approving a time off request is enabled, the person approving the time off will be able to select whether or not they want to create the outlook event per time off request rather than globally. If the global setting is not turned on, managers and admins will not be able to use this feature.
- Time Off: Time Off Type was added to the notification emails send when a TO request was submitted
- Profile Change List grid now remember your filters after viewing an employee and going back to the grid (note that some browsers will delete this data when you exit the browser)
- Time Off grids now remember your filters after you navigate away and back to the page (note that some browsers will delete this data when you exit the browser)
- The Employee Directory now supports viewing 20/50/100/All in the drop down list in the bottom right hand corner of the grid
- The Employee List now supports viewing 20/50/100/All in the drop down list in the bottom right hand corner of the grid
- Employees Logged In Report enhancement: There is now the ability to filter Active and Inactive in the column called “Active”
- Enhanced the performance of the Timesheet Review Center

<u>Green Employee:</u>

- For any documents created from this date forward, all notifications posted in the My Messages portion of Green Employee will be deleted when the related document is deleted. Please note, documents created from 3/10/2014 and earlier will not have this function, therefore those related notifications will remain in the My Messages area unless the employee deletes them manually.
- Profile: “Address Same as Mine” text has been changed to “Fill in my Address” and has been changed to a button rather than being a checkbox. This is to better imply the function of this feature. If the button is available to the employee, and when clicked, it will take the most recently approved employee address and fill in the Dependent or Contact’s data with the employees. Note that it will not continuously update the Dependent and/or Contact’s data for all time, simply update the address as it is at the time the button was clicked.

Changelist for 12/30/2013

<u>Greenshades Online Navigation:</u>

- Greenshades Online received a new navigation system and other look and feel changes to enhance its usability and appearance.
- Changed the top navigation buttons to a new full width navigation bar. Your current company moved to the left and the sign out option is underneath your name. Otherwise, the menu options remained the same. This navigation bar will remain visible at all times.
- Widened GreenshadesOnline to use the full browser width and thereby display more content at once.

<u>Greenshades Online Employee Management:</u>

- Modified the navigation and look and feel under the Employees area of Greenshades Online.
- Changed the module navigation to utilize a side menu for more intuitive navigation. Each module will have a number next to it if there are items which need attention in that module. Your currently selected module will be highlighted to always indicate which module you are in.
- Added “breadcrumbs” to show exact location within employee service navigation and allow easy backtracking.
- Added a module menu for easier access to the full feature set of each module.
- Enhanced the Employee Details view to also use a side menu.

Green Employee Manager Center:

- For employee supervisors, the Green Employee manager center will now have many subordinate-management features that were already present for Administrators on GreenshadesOnline. This includes the ability for them to see their employees’ employment and personal information.
- Added many new administrator controls to customize the level of information and authority given to employee supervisors through the Green Employee Manager Center. This allows you to limit the information that supervisors can see about their employees.
- Added the ability for Greenshades Online administrators to restrict which modules supervisors can manage on Green Employee.
- Added the ability for Greenshades Online administrators to restrict which modules supervisors can manage their indirect subordinates in or use the Manager Delegation feature.
- Added a Manager Delegation report to Greenshades Online to allow administrators to view which employee supervisors are currently delegating to another employee.

Greenshades Online Year-End Forms:

- Greenshades Online Year-End Forms is now fully operational and ready for Year-End 2013.
- Greenshades Online now contains a Year-End forms menu option in the navigation bar. This will allow administrators the ability to view high level information about their forms on Greenshades Online. You can navigate to any one of your forms workspaces by clicking on them. This will open a new tab for you to manage those forms.
- The former W-2 widget on the Greenshades Online homepage has been replaced with a Year-End Forms widget. This will list all forms that are associated with your current company (including 1099s) and allow you to navigate to them.
- If you are a part of a company with only 1099 forms and no W-2 forms, you will now be able to access that company from the Greenshades Online Company Select drop down.

Changelist for 9/17/2013

General updates and problem fixes:

- Fixed an issue in the HR Documents module to deactivate older (grandfathered) documents when the latest version of the document is replaced.
- Addressed an issue which was showing some employee birthdates off by one day.
- Adding Dynamics User Defined fields to the employee information cards on GreenshadesOnline.
- Updated the Employee Profile module to default the employee address to US when the employee is submitting a profile change.

Updates to the Payroll Tax Service Module:

- New Hire enrollment has been enhanced to support multiple options for the employee's hire date depending on where you store the employee's original hire date. The options allow for you to use the Hire Date, Adjusted Hire Date, or both.
- The advanced editor has been updated to support editing of up to 100 rows of data at one time. This was previously limited to 10.
- A new, more convenient link has been added to the Greenshades Online Settings page which will take you directly to the Payroll Tax Service tracking page.
- A better error message has been added to assist administrators when the required 941 report has not been run in Dynamics GP.

Updates to the Benefits Enrollment Module:

- The Benefit Enrollment module added support for Cafeteria Plans. This includes the ability to setup multiple Cafeteria Plan Groups which can be used to manage different implementations for different employee groups.
- A new distinction of Required is now supported for each benefit type. When a benefit is marked as Required, employees will be required to enroll in that benefit during Open Enrollment, New Hire Enrollment, or a Qualifying Life Event.

Changelist for 7/9/2013

General updates and problem fixes:

- Fixed an issue in the Payroll Tax Service Tracking Jurisdictions grid where the filter for "All" jurisdictions was not working properly.
- Updated the required document setting in the HR Documents module to exclude inactive employees.
- Addressed an issue in the HR Documents module which was duplicating employee notification messages when a current document was updated.
- Addressed an issue in the document upload for the HR Documents module which was causing the page to not respond when an unsupported document type was uploaded.

Updates to the Green Employee Portal Profile Module:

- The Green Employee Portal Profile Module was enhanced to provide a cleaner, more user friendly interface for employees. This includes dedicated view and edit modes, clearer indications when a change has been submitted for approval, and more exact error messages for missing/incorrect fields.
- Employees will now be able to change their Green Employee account picture in the profile module.
- The employee dependent and contacts sections were enhanced to include new required fields.
- The employee address suggestions will now auto-populate when enabled and the employee is entering a change of address.
- Employees will now be able to indicate their smoking status which will be synchronized with GP and used in the Benefits Enrollment module.

Changelist for 6/12/2013

General updates and problem fixes:

- Addressed an issue in the Time-Off Review page where the Upcoming Usage times were incorrectly calculated because the requests were made using a time off code that had the same friendly name as another time off code.
- Addressed an issue in the Timesheets module where the time entry differential calculation was not handling a setup of 12am to 12am properly.

- Updated the HR Documents employee notification message to be more appropriate when documents are updated as opposed to created.
- Updated the Green Employee homepage to disallow inactive employees the ability to view a co-worker's PTO request.
- Added a new warning to the Time-Off Request page which will alert employees when they are attempting to make a PTO request that overlaps with a holiday.
- Removed the appearance of denied PTO requests in the Time-Off Request possible duplicate warning.
- Removed administrator and manager ability to create manual time entries using any time code. They are now limited to the time codes which are enabled for pay group of the employee whose time entry they are creating.
- Addressed an issue where paystub batches were not appearing correctly for admins because of administrator access restrictions.

Updates to the Payroll Tax Service module:

- Updated New Hire Reporting logic to find and report employees who were not synchronized to the Payroll Tax Service until after their hire date's expected reporting period.
- Added additional state specific totals to the file and pay wizard for state withholding and unemployment tax.
- Updated the advanced editor to allow for multiple rows of information to be edited at once.
- Added the Invalid Credentials warning to the GreenshadesOnline administrator warnings list. A new warning will appear any time the Payroll Tax Service believes that a filing's login credentials may be invalid.

Changelist for 5/16/2013

General updates and problem fixes:

- The Employee Services I-9 module was updated to conform to the latest form from the Department of Homeland Security U.S. Citizenship and Immigration Services.
- The User Defined 1, User Defined 2, and Birthdate fields are now available to the employee directory and organizational charts.
- The employee directory views with profile pictures now includes a search field which will search for a part of an employee's name and return those results to the list.
- The Payroll Tax Service Edit Tracking link has been modified to be easier to locate and use. It is now a button at the top right of the Upcoming Filings and Payments page.

Updates to the Employee Services Employee Evaluations module:

- Each evaluation started will now be auto-saved automatically each time a manager or administrator makes a change to the evaluation. The timestamp for the last save is shown at the bottom of the evaluation. Save As Draft will continue to work as before but managers and administrators can now be assured their latest changes are not lost when navigating away from the page or being logged out.
- The email notification sent to managers for an upcoming evaluation was enhanced to include more information.
- The site notification alerting managers to an upcoming evaluation due date was updated to include the employee's name.
- Each evaluation now includes a 'Duration Since' line which will help managers and administrators identify which evaluation this is for an employee.
- Each evaluation now includes a Relevant Links section which will allow managers and administrators the ability to locate previous evaluations for employees and review the company's evaluation policy if attached to the evaluation template.

- The evaluation setup now allows administrators to determine the date they wish for evaluations to begin. This is helpful when first using the evaluation module and allows you the flexibility to begin using the module when it is most convenient.

Changelist for 4/16/2013

General updates and problem fixes:

- The HR Documents module document completion page was updated to provide more intuitive language and interaction when managers and employees are completing policies and uploading forms.
- The Payroll Tax Service module now supports the ability for employees to be individually added to certain filings through the advanced editor which is available in the File Now wizard.
- The Payroll Tax Service now recognizes both valid SUTA wage bases for Rhode Island and will only warn users when their wage base is not 20,200 and 21,700.
- The Payroll Tax Service has been updated to support the Mississippi Accelerated Payment requirement for some Mississippi Withholding filers. For companies tracking MS Withholding as Monthly-Accelerated, they will be asked to pay an estimated amount on June 25 and the remainder of their June liability on the regularly schedule due date.
- The Payroll Tax Service updated its submission functionality to directly report submissions which are rejected by the filing agency because of an incorrect tax rate or a missing penalty or interest. Clients will receive an email when a filing is rejected and will need to correct the issue and contact their payroll tax service representative to resubmit the filing.

Changelist for 3/19/2013

General updates and problem fixes:

- Made large improvements to the Administrator Access functionality of GreenshadesOnline.com to facilitate more granular access control restrictions. The new feature allows Super Administrators to control which employee groups and which product modules other administrators have access to. A new 'Limited Access' designation for administrator privileges was added to support this. This change impacted multiple pages on GreenshadesOnline.com. To modify these settings, go to Settings (top menu) -> Admin Access (link) -> Access Control (tab).
- Support for more granular notification settings was added. Administrators now have more specific options when registering for email notifications.
- Updated the W-4 module to be consistent with the latest 2013 changes to the W-4 form.
- Added a new Employee Directory to GreenEmployee.com to compliment the Employee Organization Chart. The Employee Directory allows employees to view their peers in a list, business card, or picture view.
- A new Available Balance column was incorporated to various time-off views to allow for administrators and employees to see the current balance minus upcoming usage.
- Added new functionality to allow administrators and managers the ability to submit time-off requests on behalf of employees.

Payroll Tax Service Updates:

- Updated the 941 editor, totals, and payment screens to be compliant with the new 2013 941 issued by the IRS
- Enhanced the accuracy of the credential verifier service. Client provided credentials for state websites and filing programs will now be checked more frequently and will catch more types of credential problems.

- Implemented Massachusetts optional deferment for UI payments. Massachusetts employers who are in good standing may now opt to defer a limited percentage of their UI tax liability during the first two quarters of the tax year.
- Made small typo fixes to a few pages.

HR Documents Updates:

- Various links and instructions were updated to make terminology and concepts more clear within the module.
- The HR Documents settings pages were enhanced to improve their usability. This includes the creation of a unique tab for each document type to make them easier to find and edit.
- The employee Company Documents page was enhanced into a Document Library where employees can now go and find any document. From this new Document Library, employees are provided links to take the appropriate actions based on the type and status of the document.
- The New HR Document wizard has been updated to be more intuitive for the type of document being created. There were changes made to the page structure and instructions but no functionality was added or removed.

Changelist for 2/19/2013

General updates and problem fixes:

- Updated the Employee Portal expense report and HR document interface to provide a more intuitive method to complete a new expense report or HR document.
- Added a new option for administrators to automatically approve employee profile changes made through the Employee Portal.
- Added a new option for administrators to automatically approve employee direct-deposit changes made through the Employee Portal.
- Addressed an issue which was continuing to show Company Documents to employees when it was disabled by an administrator.
- Added employee Date of Birth to the employee information displayed to administrators.

Employee Evaluation Module Updates:

- Added options to see upcoming employee evaluations as much as 6 and 12 months in to the future.
- Added Excel and PDF export options to the upcoming employee evaluations view.
- Provided a new confirmation window when completing an employee review to prevent unintentional finalization of the review.
- Added the option for administrators to customize additional instructions to managers on the employee evaluation.
- Addressed an issue which was causing the next evaluation due date to not always appear correctly for managers.
- Added the option to adjust the minimum numerical score given when using word lists to score employees' performance.
- Deactivated the mouse wheel control of the employee evaluation slider to prevent unintentional changes to an employee's score.

- Added an additional Upcoming Evaluation notification for 30 days prior to an evaluation being due.

Changelist for 12/18/2012

Payroll Tax Service Year-End 2012 Updates:

- Additional support has been added to assist companies whose Annual Payroll Liability does not match the Annual Tax Withheld found on their W-2s. The Payroll Tax Service will issue an error and prevent the user from filing the annual withholding return until the difference is resolved. The system will allow the user to edit their total tax liabilities and/or edit their W-2s.
- Payroll Tax Service users will now be permitted to make payments and filings slightly before the end of each reporting period instead of disallowing these early payments. For example, if the reporting period ends on a weekend or Monday, the user will be able to issue the payment or filing on the Friday before.
- PTS users will now be able to file payments or returns at any point during a quarter-monthly reporting period.
- Performance improvements were made to decrease the amount of processing time needed to submit an Annual withholding filing. Users should expect processing times to be 20 seconds or less in most cases.
- The ability to edit the Geographic Code per worksite and Occupational Code per employee has been added to the return editor for Alaska Unemployment Insurance filings.
- The Health Insurance Available field which is required for some new hire reports will now be set per employee to the value that is available in Dynamics GP for 'Employee Advised' of a health insurance benefit code. It will still be editable within the return editor for clients who do not store health insurance information within Dynamics.
- An "Other Information section" has been added to certain payment and return screens to provide additional information or alerts related to the payment or return.
- The error displayed when an Unemployment Insurance return is being filed and the wage base being reported doesn't match the actual state wage base has been updated to be more informative and clear.
- The Payroll Tax Service is now supporting the new Illinois monthly Unemployment Insurance return. This return will come into effect in Illinois on January 1st, 2013.
- Users who schedule a future liability payment will now be alerted by email if the due date for the payment is changed such that the originally scheduled payment will be past the new due date.
- IRS changes to the 940 Box 7 and related instructions have been incorporated for 2012 940 filings.

General updates and problem fixes:

- Support for 2012 Year-End information returns is now fully available via DownloadMyForm.com.
- Administrators on DownloadMyForm.com will now be able to mark a manually submitted electronic filing as rejected by the reporting agency and then recreate the file.
- Updated the Direct Deposit module and Greenshades Online Connector to now update Dynamics when an employee switches their pay delivery selection from Direct Deposit to Paper Check.
- Addressed an issue with the Employee Catalog where adding the State column into the table was causing an error.
- Updated the time-off request to timesheet population to evenly distribute multiple day requests across all days when the default shift duration is set to 0. Otherwise, the time-off request is populated based on the default shift duration.
- Addressed an issue in the Manager Time-Off review grid which was causing the user to be unable to search for time-off requests which were pending the manager's review.

- Addressed an issue which was causing the Supervisor's name to not appear correctly in the Timesheet Review Center.
- Updated a link of Green Employee which was incorrectly taking managers to the incorrect Document Library page.
- Updated the Supervisor column filter in the Timesheet Review Center to now display supervisor names in alphabetical order.
- Addressed an issue in the HR Document module which was causing the document type filter on the HR Document history page to not work correctly.
- Addressed an issue in the Employee Evaluations module which was causing some evaluations to not load properly.

Changelist for 11/8/2012

General updates and problem fixes:

- Addressed an issue that limited the ability for Advanced Time Entry administrators to filter the time entry viewer.
- Updated the Employee Catalog to allow for all HR Documents to be displayed in the administrators' HR Documents tab of the employee card
- Updated the Payroll Tax Service payment method default logic to now default to the payment method last used by the administrator to make the same payment.
- Addressed an issue which was causing some Payroll Tax Service clients to be unable to set the Pennsylvania Political SubDivision code when it was being manually set while the automatic Geocoder was attempting to resolve it automatically.
- Updated the Payroll Tax Service liability deadline calculator to calculate the liability only as far back as the company's Pay History module expiration date.
- Advanced Time Entry administrators can now disable the ability for managers to unapprove a timesheet after it has been approved. This setting can be changed in the pay group setup wizard and applies to timesheets completed by employees in that pay group.
- Fixed an issue where employees and managers were receiving emails from the Green Employee HR Documents and Employee Evaluations modules when employee access was disabled for those modules.
- Fixed an issue in the Payroll Tax Service where clients with zero Mississippi wages were unable to file a zero-wage Mississippi Unemployment Insurance return.
- Addressed an issue where employees were unable to see all of the prior year W-2s when their social security number in prior years differed because of the presence or absence of hyphens. This is now fixed to where the inconsistent use of hyphens will not affect the employees' ability see all of their W-2s.
- Updated the timesheet warnings settings to better indicate that the 'missed lunch' warning is only shown on the employee time clock and is not designed to appear on an employee's timesheet.
- Addressed an issue to prevent the situation where an employee could accidentally create two timesheets for the same week by double clicking the button.
- Increased the performance for individual timesheet page load by no longer displaying timesheet warnings to managers and employees for approved timesheets. Administrators will continue to be able to see these warnings even after the timesheet is approved.

Changelist for 10/2/2012

Greenshades Online Payroll Tax Service Updates

- Added functionality to support the Missouri Compensation Deduction Credit which allows employers to take advantage of a “timely compensation deduction” when paying state income tax
- Added an option to choose the number of items to display on each page of the tax tracking setup webpage
- Supplemented the unemployment tax setup screens with a list alerting administrators to historical UI liabilities that have not yet been synchronized from their accounting packages.
- Added a warning to the first page of the file return wizard that alerts administrators if they have not provided a recent password update for the Arizona Department of Economic Security.

Performance Updates:

Some additional work has been done to improve overall load times on the GreenEmployee.com homepage and also fix some small problems that arose as a result of the prior performance updates.

Changelist for 9/21/2012

Greenshades Online Payroll Tax Service Updates

- Changes to Payroll Tax Service settings or to the tracking behavior for any specific jurisdiction/type combination are now recorded in the administrator audit trail and may be reviewed at any time on the Greenshades Online Administrator Action Event Log.
- Changed the controls on the Local Tax Mapping screen to pop-up finder controls instead of drop-down lists. This improved page load time and overall performance.
- Added a warning to both the Greenshades Online homepage and the “Upcoming Deadline” reminder emails if new paychecks are detected for an already-paid check date. This assists administrators in recognizing and paying tax liability when they post historical checks or manual checks that are dated for a reporting period that has already been reconciled.
- Greenshades Online Payroll Tax Service now allows clients to upload their payment history from the months prior to implementation. This saves the trouble of manually providing past payment information when submitting a quarterly or annual return that includes reporting periods before Greenshades Online was live.
- Resident and non-resident taxes for Philadelphia, Pennsylvania now appear as single deadlines for both filing returns and making payments instead of being split into separate pairs of deadlines (unlike other localities in Pennsylvania, Philadelphia is not subject to Act32 reporting requirements but the resident and non-resident taxes should still be combined for payment and return purposes).
- The details of a suggested tax payment now include the taxable wages as part of the explanation. The actual tax liability incurred by those wages for each check date is still present.
- The tracking details for Wyoming Unemployment previously included a single field to specify the WCClassCode for the entire workforce. This has been changed to employee-level WCClassCode options present in the editor when creating a tax return.
- Fixed an issue whereby some $0 returns were still appearing as deadlines even if the taxing jurisdictions didn’t actually need those $0 returns submitted. Now $0 returns only appear if required by their taxing jurisdictions.
- Added a warning to the bank account page and also the Federal 941 Payment screen if Greenshades Online detected that an administrator has updated their banking information but not provided an updated IRS PIN code. The IRS requires a new PIN code whenever paying with new bank information so this warning is intended to remind users to update the PIN before submitting their payment and receiving a rejection.
- Added an “Excel Export” button to the data editor on the File1.aspx page that shows the details of the tax return. The generated Excel file contains the complete set of information being used to create the return in a Microsoft Excel document with a separate worksheet per data collection.

- If a payment will be submitted via check (vs. an electronic ACH transmission) the Pay2.aspx page will now explicitly state the intended payment method and check number. This information will also be present when reviewing the historical details of the payment at a later date.

Performance Updates:

Much work has been done to improve the speed and overall performance of the GreenEmployee.com and GreenshadesOnline.com websites with this patch. It includes:

- Faster calculation of upcoming payment liabilities and faster overall load times on the Payroll Tax Service homepage
- A small banner at the top of GreenEmployee.com alerting users when their payroll administrators are uploading a large batch of information which may delay the load speed of several pages.
- Faster loading of the "currently open invoices" widget on the GreenshadesOnline.com homepage.
- Employee messages, bulletins, and warnings load much faster on the GreenEmployee.com homepage.
- Administrator warnings load much faster on the GreenshadesOnline.com homepage.
- Overall performance improvement to GreenEmployee.com pages across the entire site.
- Performance improvement to the display of employee paystubs.
- Much faster performance on the overall totals and breakdown sections of the employee timesheet pages.
- Faster loading of the timesheet reporting pages.
- The employee time kiosk (remote application that allows clock-in/clock-out from a mobile kiosk) processes employee logins and clockins more quickly.
- Faster performance on the GreenEmployee.com Sign-In page.

Changelist for 8/30/2012

General updates and problem fixes:

- Updated the Greenshades Online and Green Employee maintenance notifications to properly display upcoming maintenance windows and provide an 'Under Maintenance' page during the maintenance period window.
- Addressed an issue where administrators were sometimes unable to see an employee's latest W-4 on Greenshades Online if it was first entered into Dynamics GP.
- Fixed an issue where administrators were unable to view the details of an employee submitted work location for approval.
- Addressed an issue which was sometimes preventing the Timesheet Entry Viewer *group by* preference from staying the same between visits.
- Updated the employee Direct Deposit form to correct an issue which was not allowing some employees to create a completely new Direct Deposit form if one already existed.
- Fixed a recently caused issue which impacted how the spellchecker worked when creating messages on Greenshades Online.

Greenshades Online Payroll Tax Service Updates

- Enhanced the message on the "Pay Now" page of Greenshades Online Payroll Tax Services that explained why a late payment would not be permitted for some taxing authorities with complicated due-date rules.
- Added an additional reminder whenever a payment must be submitted alongside a return (or vice versa). Corrected an issue where these additional reminders were occasionally being hidden, especially when they only needed to be submitted together during specific times of the year. They now display at the time of making a tax payment.

- Began using the complete name of local taxing jurisdictions instead of an abbreviation when making payments using the Greenshades Online Payroll Tax Service.

Changelist for 8/8/2012

General updates and problem fixes:

- Fixed an issue that was causing some employees to be unable to complete the Direct Deposit form in the employee welcome wizard.
- Modified the Employee Portal address suggestion to display the state abbreviation before the zip-code.
- Fixed an issue with the Greenshades Online timesheet entries table that was preventing it from saving the sorting and filtering preferences between visits.
- Updated the Green Employee contacts and dependents page to properly save changes for some employees who were unable to save updates.
- Updated the timesheet approval logic to ensure users are redirected back to the previous page after the timesheet is approved.
- Fixed an issue in the PA Act 32 Geo Coding feature that was preventing some employees from being geo coded correctly.
- Columns for Annual Disability Wages, Annual Disability Tax Withheld, Quarterly Disability Wages, and Quarterly Disability Tax Withheld were added to the Payroll Tax Service advanced editing feature.
- Fixed an issue that caused FUTA tax calculations for some Payroll Tax Service clients to be incorrect in a small number of cases
- Fixed a problem that caused some Payroll Tax Service clients to see an error about invalid set-up information for New York Unemployment
- Fixed a problem that caused the Payroll Tax Service's Local Tax Mapping screen to error when attempting to load information for clients with an extremely large number of localities within their source accounting package
- Added additional validation of the Kentucky State Unemployment ID within Payroll Tax Service setup so we could better detect when an incorrect ID was entered within our system
- Updated the Payroll Tax Service homepage to remember the filters that were applied to the Upcoming Filings grid
- Fixed a problem that was causing box 11 on the 941 to occasionally turn invisible while using the Payroll Tax Service 941 editor
- Added the ability for Payroll Tax Service clients to add an employer ID to the Pennsylvania Local Act 32 Tax Setup that will be applied to the collection agency returns
- Fixed a problem with bank account signatures that caused a delay on approving a replacement signature to be used with any pre-existing bank account
- Lengthened the local tax names within Payroll Tax Service to make them more clear to users.
- Fixed a problem that caused some clients to receive an error when attempting to view their Q2 941 totals.

Changelist for 7/3/2012

Greenshades Online Payroll Tax Service 2012 Q2 Patch

- Eliminated a problem whereby some clients were seeing "File Now" options for some filings which were not actually required.
- Changed verbiage on several pages from "Filings" to "Returns" when referring to a tax return (i.e. "Filing a Return" or "Filing a Payment" instead of "Submitting a Filing"). This change made those pages consistent with the majority of other pages on Greenshades Online.

- Florida recently passed a law that allows wages paid to a contract employee who is working for a non-profit educational institution to be exempt from the state unemployment tax. The ability to specify these wages has been added to the return editor and the tax return pages/specifications have been updated to correctly submit a return with this new information.
- Resized several state logos/banners to fit more correctly into various pages on Greenshades Online.
- Selectively removed many of the parameters required when setting up tax tracking for a jurisdiction that were not appropriate for size of the company being filed.
- Added four different "$0 returns" to Greenshades Online's tax engine so that they result in "File Now" reminders and will submit correct returns that satisfy the $0 requirements of these states. The specific states impacted were Arkansas, Wisconsin, Rhode Island, and Michigan. Clients may need to disable and re-enable tax tracking in order to see these new "File Now" reminders.
- Added many voucher names to the "Pay Now" deadlines on the Payroll Tax Service homepage to assist clients in recognizing these payments.
- Added an additional filter to the "Upcoming Deadlines" grid on the Payroll Tax Service homepage that allows clients to filter by the name of the return or payment.
- Updated the convenience fee stated for the Indiana Withholding payment to correctly scale upwards with the amount of the payment itself

General updates and problem fixes:

- The Greenshades Software End User License Agreement is now available on the bottom of each Greenshades Online page.
- A few of the HR Documents management pages on Greenshades Online and Green Employee have been updated to prepare for future expansion of the HR Documents module. These are minor cosmetic changes and do not affect current functionality.
- Addressed an issue where the 941 editor would have difficulty rendering properly when a blank EIN was provided.
- Addressed an issue on the timesheet entry viewer which was occasionally causing the list to not find specific employees.
- Updated Employee Services manager delegation to not include inactive employees in the list of possible delegate employees.
- Included the timesheet's date range in the screen that employees use to submit their timesheet for approval.
- Added the week number to the Microsoft Excel report that may be produced from the timesheet review center.
- Addressed an issue on the timesheets where the approval time was being provided in UTC instead of the local time zone. It is now provided in the local time zone.

Changelist for 5/22/2012

General updates and problem fixes:

- A new notification option has been added for workspace administrators to receive email announcements when this change list is updated. Administrators will need to opt in for this notification.
- Greenshades E-Verify feature has been updated to the latest standards from the Department of Homeland Security. With this update, the E-Verify enrollment and I-9 approval wizard will continue to offer clients the ability to enroll in and submit new employees for eligibility verification.
- The Timesheets Details page layout has been modified to show the timesheet totals above the time entry details consistently. The totals were previously displayed differently based on the status of the timesheet.

- The Advanced Time Entry module now offers the ability for time entries to be converted to a different time code when recorded on a holiday. This is a new time code setting which will detect when entries are recorded on the same day as a holiday entry and will convert these to an admin-selected time code. Copying time entries will not invoke the time code conversion.
- The Advanced Time Entry module now offers the ability to round entries to the nearest 5 or 15 minute intervals as they are entered onto the timesheet. This feature is offered per time code. Entries of that time code will be rounded prior to being added to the timesheet. The original values will be preserved in the time entry edit history. Copying time entries will not invoke the time entry rounding.
- Payroll Tax Service clients are now provided more specific error messages instead of generic "data missing" messages that appeared when clients attempted to create returns from incomplete payroll information.
- The Greenshades Online time off request search was modified to exclude inactive requests in its results.
- The Green Employee time off request wizard now prevents employees from generating a zero (0) hour time off request.
- The layout of the Manager Delegation screen on Green Employee was modified to provide a cleaner distinction of the delegated roles.
- The Advanced Time Entry timesheet pages now provide the time entries listed in the employee's currently selected time zone instead of the time zone selected at the time of entry.
- Many Payroll Tax Service clients will now have access to Part 4 of the 941 return which collects information about third party designees.
- GreenshadesOnline.com Payroll Tax Service clients will now see a line item for Quarterly Disability Wages when reviewing their totals for California tax returns
- The Ohio withholding payment deadlines have been updated for users of the GreenshadesOnline.com Payroll Tax Service to match the latest Ohio regulations
- Performance improvements to several Greenshades Online Payroll Tax Service and Advanced Time Entry pages.

<u>Enhancements to the Greenshades Online Connector:</u>

The following updates were made directly to the Greenshades Online Connector or are facilitated online by changes made to the Connector.

- The Connector now detects and will prevent the creation of 2 or more Greenshades Online workspaces with the same Federal Tax ID. Greenshades Online requires that all information from the same corporate entity be loaded onto a single online workspace. Therefore, the Connector will notify users and prevent synchronization in this situation.
- Companies using the Combined Companies option for Greenshades Online are now able to combine companies which use the same employee IDs into a single workspace. To support this, the combined Greenshades Online workspace will uniquely identify employees by providing the company ID along with the employee ID in the employee profile and other places. Furthermore, employee ID will not be available as an employee access credential for these combined workspaces.
- Updates to company locations on GreenshadesOnline.com are now being synchronized back into Dynamics GP databases. Synchronization support for Dynamics GP with Binary Stream MEM is also provided.
- Since Dynamics GP uses the date of 01/01/1900 to reflect an empty date field, the Connector has begun properly interpreting this date as an empty date field. Therefore, Greenshades Online and Green Employee will now reflect an empty date where GP has 01/01/1900 listed.
- Some of the Connector wizard screens have been updated with more informative and clear language. Clients may notice some changes but the same functionality is available.

Changelist for 4/25/2012

General updates and problem fixes:

- The Greenshades Online Reports page has been organized to group available reports by category. Categories include Basic Employee Reports, Administrator Reports, Pay History Reports, and Technical Reports.
- The Administrator Action Event Log now includes employee profile changes made by workspace administrators. Changes are recorded under the Employee Profile module.
- The W-2 Summary widget on the Greenshades Online homepage was updated to allow for the selection of W-2s from 2007 and 2008 for companies who have paid to have these forms archived and available.
- An issue was fixed which was possibly causing paystub notification emails to not send correctly when the employees' names included punctuation.
- The Recent Payroll Synchronization report was updated to show time details in the local time code instead of UTC.
- A new option was added to the Time Off Module to directly associate pay code descriptions to Greenshades Online time off codes. This new option can be used in lieu of the current automatic mapping option to determine the current time off balances.
- Corrected a problem within Payroll Tax Service that was causing the "Confirm State Identification Number" box from showing up on the setting screen for some states.
- Changed the "last filed" date on various New Hire setup screens to display the date by itself instead of including the date and time of the report.
- Greenshades Online now provides the ability for administrators of multiple companies to switch between companies and stay on the same page in the new company when possible. Additionally, switching companies is now possible via a new drop down menu on the upper right of each Greenshades Online page.

Enhancements to Greenshades Employee Portal Advanced Timesheets Module:

- New error checking logic has been added to the Copy Timesheet feature to prevent users from copying an identical timesheet into the current timesheet.
- A new entry management handler has been implemented to detect and handle the creation of overlapping time entries on a timesheet. When overlapping entries are about to be created, the new handler will prompt the user for the proper action: overlap entries, add new and remove current entry(ies), or add only when new entries do not overlap current ones.
- The ability to delete all entries from a timesheet has now been provided for timesheets which are 'In Progress'.
- An additional option has been added to the time code setup which allows for manual editing permissions of those time entries to be distinguished between supervisors and employees.

Enhancements to Greenshades Employee Portal Pay History Module:

- The Pay History Reporting Dashboard now provides the ability for administrators to view the payroll totals by pay code using hours as well as wages.
- The Pay History Reporting Dashboard has been updated to display the status of the download and mail order batches for the selected check date(s) directly on the dashboard.
- The pay documents download feature now allows administrators to select a method for sorting the pay documents in the download. Administrators can now sort by employee ID, department, employee first name, and employee last name.

Changelist for 3/27/2012

Enhancements to Greenshades Employee Portal Advanced Timesheets Module:

- Provided a new report for super administrators which details all edits to each timesheet entry. The history details are available under Reports and on each individual timesheet.
- A new bulk timesheet approval option has been added which will approve only the filtered list of timesheets on the timesheet approval tab.
- Added a payable hours column to the timesheets tables which can be used to distinguish between the total hours on a timesheet and the total hours associated with a pay code in Dynamics.
- The employee time entry widget now has a real-time clock on the employee home page.
- The timesheet importer now supports 5 and 15 minute rounding options.

Enhancements to Greenshades Employee Portal Time-Off Module:

- Added support for multiple time off policies. For time-off clients who have advanced timesheets, time-off policies are associated with a pay group which will allow for employees of different pay groups to see separate policies. For time-off clients with advanced timesheets, a default policy is identified and is the policy provided to each employee.
- Added an optional feature for the administrator or employee manager to download an Outlook calendar event upon the approval of a time-off request.
- Employees are now shown a warning when creating a new time-off request if a time-off request currently exists for the period of time.

Enhancements to Greenshades Online Security Features:

- Greenshades Online now provides a designation of super administrator for each workspace. This designation provides these users greater access to sensitive security features and reports.
- Added a new reporting feature for super administrators that logs the administrator access to the workspace. This includes the administrator username, sign-in time, IP address, and number of pages loaded.
- Add a new reporting feature for super administrators which provides the log of workspace settings changes made by administrators.
- An employee auto-redirect option has been added to Greenemployee.com which will redirect employees to the login screen when their inactivity timeout has elapsed.
- A public computer security reminder option has been added for Greenemployee.com which can be configured by workspace administrators. This reminder will appear to each employee after successful login and is designed to remind them of the most secure way to access sensitive information on a public computer.
- The employee Remember Me feature is now optional and can be disabled by a workspace administrator.
- The administrator Remember Me feature is now optional and can be disabled by a workspace administrator.

Enhancements to Greenshades Payroll Tax Service:

- The payroll tax service now provides a recalculating status pane when the filing and payment information is being recalculated after a change.
- Updated the appearance and layout of the File and Payment Submission page to be more intuitive.
- The Federal Wages within the Utah Quarterly report are now editable.
- We included additional per filing parameters and options for returns when necessary. Examples include Company Name Change, Final Return Indicator, and Address Changes.
- Enhanced the filtering on historical returns and payments.

- Now show the state IDs from local Dynamics accounting package within the jurisdiction tracking and now validate the format of the ID to be in compliance.

General updates and problem fixes:

- Addressed an issue which was allowing the submission of "blank" employee profile changes.
- Added an email notification report for Greenshades Online administrators that provides a log of all employee related emails sent to employees and administrators. This report includes the status of the email (pending, sent, errored).
- Fixed an issue where Payroll Tax Service clients using Dynamics SL were missing State W-2 IDs.
- Fixed an issue where Payroll Tax Service clients were sometimes seeing a blank filing editor when an employee was missing a birth date.
- Created a new reporting feature for Payroll Tax Service clients complying with Pennsylvania Act 32 to see a list of all employees along with the current home and work Political SubDivisions.
- Fixed an issue in the Payroll Tax Service where editing the UI tax rate for unemployment was not always properly saving the change.
- Fixed an issue on the Payroll Tax Service local mapping screen to now always populate the fields when a state is selected from the drop down list.

Changelist for 2/14/2012

General updates and problem fixes:

- Addressed an issue on GreenEmployee.com where the W-2 notification link was not properly directing the employee to the most recent W-2.
- Fixed the *New W-2* notification message so that it properly appears on GreenEmployee.com for an employee who has pre-consented to receive their W-2 online only.
- A new reporting feature has been added to GreenshadesOnline to report the W-2 delivery preference selected by your employees.
- Fixed an issue in the Timesheets Importer which was causing an incorrect import when *Import Visible Records* was selected
- Added a Date Submitted column in the Historical Reports and Payments list for Payroll Tax Service clients to view the date upon which the filing/payment was submitted to Greenshades.
- Fixed an issue with the GreenshadesOnline timesheet importer that was not calculating overtime properly when rounding was enabled on semi-monthly pay periods.
- Updated GreenshadesOnline to correct an issue where timeoff requests spanning multiple days were beginning the shifts at 12:00 AM and will now default to the default shift start time for each of the respective days.
- The GreenshadesOnline Time Entry viewer has been updated to include whether or not a time entry has been edited and who edited it.
- The Show Notes option on the Managing IP Addresses settings page on GreenshadesOnline has been fixed to expand and display notes properly.

Changelist for 1/23/2012

General updates and problem fixes:

- Performance improvement when returning to GreenshadesOnline.com or GreenEmployee.com pages after a forced sign-out.

- Employees who had W-2s in multiple companies (but did not have W-2s in all companies) were seeing blank W-2s for the companies that did not issue a W-2. Corrected this to prevent the W-2 line item from appearing at all for those non-issuing companies.
- Fixed an intermittent issue where the employee information page on GreenshadesOnline.com would not load properly after a redirect that also required the administrator to sign-into the website again because their session had timed out.
- Added a "Return to W-2" button to the top of the edit page on DownloadMyForm.com that allows administrators an easy way to return to the previous webpage.
- Immediately disabled many of the 'Submit' and 'Save' buttons after they are clicked on the timesheet entry and management pages across both GreenshadesOnline.com and GreenEmployee.com. This makes it much more difficult for administrators or employees to double-click the button and generate duplicate line items within a timesheet.
- Corrected several minor problems with the 940 editor in use for Payroll Tax Service clients including confusing error-handling in relation to the state of Box 1b.
- Corrected a warning about annual liability not matching the sum of all quarterly liabilities that was showing up unnecessarily for some Payroll Tax Service clients.
- Added the BETA overtime warning for timesheets created with bi-weekly pay schedules on GreenshadesOnline.com. The warning had previously only been shown for weekly pay schedules.
- Increased performance when changing workspaces on GreenshadesOnline.com for companies that have both paystub and W-2 workspaces online.
- The "copy timesheet" method was incorrectly copying sick, vacation, and holiday entries when copying a semi-monthly timesheet. This method was corrected to omit the sick, vacation and holiday entries when performing a copy (which is already how the copy method was working for all other types of timesheets).
- Corrected an issue that was leading to paystub and W-2 accessibility problems for employees when the "Company ID" or "Database Name" of the source accounting package was more than 80 characters long.
- Fixed an issue that allowed employees to edit their work location within the GreenEmployee.com profile pages even if the administrators had indicated that work location should not be an editable field.
- Changed the sort-order on some of the W-2 pages on GreenEmployee.com so that the newest W-2 is always presented at the top of the list.

Changelist for 1/17/2012

General updates and problem fixes:

- The GreenEmployee.com timesheets now allow employees to select a Stop Time on the day after the pay period end date to accommodate those employees who work overnight shifts.
- For Year-End forms only customers who are providing employees access their forms through GreenEmployee.com, employees will now have the ability to access their different companies with the same company code through a switch company drop down.
- Fixed an issue where the GreenEmployee.com W-4 wizard caused popup windows to not appear as popups.
- Fixed an issue where the GreenshadesOnline.com employee card would not an employee's address field correctly if the employee was missing that address field and it was set as the login password.

Changelist for 1/10/2012

General updates and problem fixes:

- Added the ability to edit liability history on the "Pay Now" screen on Greenshadesonline.com payroll tax services

- Fixed typos and added a user-readable explanation for the recommendations made on custom warnings pages for missing and invalid local tax code.
- Stopped showing the headquarter Political SubDivision option for payroll tax service clients whose headquarters were outside of Pennsylvania.
- Several improvements were made to the 941 editor for payroll tax service clients.
- Added a link to allow Political SubDivision geocoding from the employee card when in edit mode.
- The GreenshadesOnline.com W-4 wizard and form were updated to reflect 2012 updates.
- The Employee Card is now editable on GreenshadesOnline.com for all customers. This was previously restricted to only those customers who purchased the Profile module.
- Addressed an issue that was not properly applying the Admin Access Filter Rules on GreenshadesOnline.com.
- Fixed a display issue on GreenEmployee.com which was causing the "loading" message to continue to display for a few moments after the employee's form was completely loaded.
- Fixed an issue which was causing the employee W-2 change notifications to not be sent to DownloadMyForm.com administrators.

Changelist for 1/3/2012

General updates and problem fixes:

- For employees who navigate to DownloadMyForm.com by mistake, there is now a link which will redirect them to the greenemployee.com login page.
- Fixed an issue which was causing the time entry start and stop time from recognizing the default shift duration set in the Pay Group Setup Wizard.
- Updated the profile change submitted language to more clearly indicate that the profile change was successfully submitted by an employee.
- Fixed an issue on DownloadMyForm.com that was resetting the W-2 forms that administrators were able to see to one type of form. This was occurring when the administrator went through the company welcome wizard in a W-2 work space.
- Removed the ability to employee managers to view all forms of their employees. This feature was added in the latest enhancements to the HR Documents module but has been removed for the time being until a new setting is added on GreenshadesOnline.com to control what forms managers can view.
- Updated the employee managers Employee Services Home to hide the HR Documents review pane when the manager is not permitted to review any forms.
- In the timesheets module, the warnings table has been fixed to sort the Pay Period filter drop down by date (most recent first).
- For clients with project accounting, the issue where the dropdown for the existing project an employee was on was not showing the defaulted value properly on the employee card was fixed.
- Added a double-click prevention to various employee options on GreenEmployee.com, such as the time off request add button. This feature will disable the button after an employee clicks it until the page is refreshed.
- Modified the PayHistory document select drop down to show the employee's net wages instead of gross amount of direct deposit slips and check stubs.
- Addressed an issue which was preventing the form type from showing up properly on the GreenEmployee.com W-2 electronic consent page.
- GreenshadesOnline.com Employee Services tables now store the sort and column preferences per company. This allows for users with multiple companies to maintain the preferences for each of their companies.
- Changes to the look and feel of the administrator sign-on page. More closely matches the color scheme and design theme of the GreenshadesOnline.com website.

- Clarified text and added additional links to the ‘forgot password’ and ‘security question’ pages of the administrator sign-in process.

Changelist for 12/20/2011

General updates and problem fixes:

- GreenshadesOnline.com employee management has been improved to allow a more efficient and powerful interaction with employee information and cards. Users will find that the new employee management utilizes an employee catalog which contains a folder for each employee and tabs for each employee service module. Users are able to see and interact with the entire employee’s information all from one interactive display.
- Using the Greenshades Online Profile module, employees’ assigned work locations can now be edited through GreenshadesOnline.com and GreenEmployee.com and synchronized back with supported Microsoft accounting packages.
- Added a password lockout notification for users who are accessing GreenEmployee.com through the mobile application.
- Modified the GO Administrator Notifications Settings page to only list contacts with email addresses as potential notification recipients.
- Provided a better error message when a Greenshades Online Payroll Tax Service user attempts to create a 941 return but has not yet run the 941 reports within Dynamics.
- Fixed an issue which was causing the details about historical filings and payments to show up blank for some Payroll Tax Service customers.
- Removed the ability for employees to incorrectly submit duplicate timesheets when double clicking the time submit button on GreenEmployee.com.

Enhancement of Greenshades Online Employee Services HR Documents Functionality:

- GreenshadesOnline.com and GreenEmployee.com users who utilize the HR Documents module will find that both the employer and employee interfaces have been updated to provide more streamlined management of their HR documents.
  - Employers will now manage all of their employee’s HR documents with two tabs accessible from the Employee Service Home. The first tab will provide the ability to review any HR document submitted by employees. The second tab will provide a comprehensive list of all documents with the ability to see the current status and view each document.
  - In addition to being able to manage documents from the HR Documents Center, the HR Document module now incorporates an HR Documents tab in each employee folder to allow for employee-specific HR document management.
  - Employees will now manage their HR documents on GreenEmployee.com using a unified document interface, providing employees direct access to each of their forms and a top-level HR center to receive the latest notifications and view their past form activity.
- The Pennsylvania Residency Certification Form (RCF) is now supported within the HR Documents module in order to provide Pennsylvania employers full compliance with Act 32 local PA withholding.
  - GreenshadesOnline.com now allows administrators the ability to setup and review Pennsylvania Residency Certifications forms submitted from their employees.
  - Administrators can enable/disable form access for the employees as well as enable/disable employee notifications, manager approval, and automatic approval features for the PA RCF.

- Administrators can review and approve or reject each RCF submitted from employees. To assist with meeting Pennsylvania Act 32 requirements, GreenshadesOnline.com will provide the ability for reviewers to complete the Political SubDivision and EIT Rates required on the form using a new address geocoding service.
- Employees working in Pennsylvania will now be able to use GreenEmployee.com to build and submit a Pennsylvania Residency Certification Form for their residence and work location combination. This includes the ability to view all forms submitted for previous addresses.
- To assist with getting employees to complete an RCF when required, GreenEmployee.com can notify employees when they are required to submit an RCF. This occurs when the employee has no form on file or when the employee's residence address or work location is changed and an updated RCF is required.

<u>New Payroll Tax Service Functionality surrounding Act 32 Local PA Withholding:</u>

- GreenshadesOnline.com users who utilize the Payroll Tax Service module will find that Pennsylvania employees now have new field called "Political SubDivision" (PSD). This drop-down list contains each of the Pennsylvania Political SubDivisions (aka Taxing Authorities) that levy local earned income taxes.
    - A warning will appear on the standard GO warnings section as well as all employee information section if a PSD has not been selected for any employees who lives and works in Pennsylvania.
    - A new option has been added to GreenshadesOnline.com that allows Administrators to enable automatic Employee PSD GeoCoding. When automatic GeoCoding is enabled then any employees with Pennsylvania addresses but no set PSD will be GeoCoded and have correct PSDs set on their GreenshadesOnline.com employee information.
    - In addition to the automatic GeoCoding option, administrators may also GeoCode individual employee addresses
    - If an employee's address could not be GeoCoded into a valid PSD (presumably because the employee address was invalid), a specific warning will appear on the warnings section of GreenshadesOnline.com alerting administrators to this fact.
- GreenshadesOnline.com now provides warnings to Administrators using our Payroll Tax Service if PSDs are missing from either a Pennsylvania Headquarters or worksite location (these fields were present in the previous release of GreenshadesOnline.com but no warnings were present on the site).
- The PSDs available for selection for worksites or headquarters on GreenshadesOnline.com have been restricted to the municipal taxing authorities that levy taxes against non-resident workers.
- The employee information section on GreenshadesOnline.com now contains new fields for position, department, and work location. Each field may be selected from available options and will be kept in synchronization with the source accounting package.
- For clients that have purchased one of our Payroll Tax Service modules, GreenshadesOnline.com will now automatically determine the correct local Pennsylvania Earned Income tax code and ensure that it has been properly mapped to the employee's payroll withholding in the source accounting package.
    - If the employee does not have the correct local tax code mapped within the source accounting package, GreenshadesOnline.com will provide a warning to the administrator along with an option to fix the problem by automatically adding the correct tax code to the employee's payroll record the next time the GreenshadesOnline.com connector is run.
    - If the employee has an incorrect local tax code mapped within the source accounting package, GreenshadesOnline.com will provide a warning to the administrator along with an option to fix the problem by automatically removing the incorrect tax code from the employee's payroll record the next time the GreenshadesOnline.com connector is run.

- GreenshadesOnline.com will review active local tax codes within the source accounting package and warn the administrator if an incorrect tax rate or tax amount is detected. Automatic fix options are available that will correct the actual payroll local tax code in the source accounting package the next time the GreenshadesOnline.com connector is run.

Updates to DownloadMyForm.com

- DownloadMyForm.com now provides the ability for administrators to review each of the W-2 State ID numbers imported with their W-2 forms. This feature will alert administrators in the Welcome Wizard if the ID format does not match that required by the state and provides the ability for the administrator to update the ID.
- DownloadMyForm.com was updated with the latest Administrator User Guide and help page content corresponding to the 2011 Year-End updates.

Changelist for 11/29/2011

General updates and problem fixes:

- Fixed an issue with the GreenshadesOnline.com Connector where some customers were not being alerted when synchronization failed due to a lack of memory allocation. Corrective measures were added to properly alert users to errors with the synchronization.
- Fixed an issue which was causing employees' W-2s from previous years from being viewed on GreenEmployee.com. This issue was only affecting the display of W-2s prior to 2010.
- Made minor color and language clarification changes to the employee manager center subordinates pay info page.
- Corrected an issue that hid subordinate paystubs from being shown to a delegated manager on GreenEmployee.com.
- Started allowing Social Security Numbers to begin with 8s or 9s without generating errors during the Payroll Tax Service E-File wizard per the new guidance from the Social Security Administration.
- Greenshades was not properly displaying paystub information in some unusual circumstances when a payroll administrator used a local tax code to represent a special state level non-tax withholding and then mapped it as a special withholding in the GreenshadesOnline.com Connector. This issue has been resolved so that paystub information is now correct.
- Fixed an issue that occasionally disallowed monthly withholding returns to be filed earlier than expected on GreenshadesOnline.com's Payroll Tax Service.
- Fixed a problem that led to delayed 'paystubs synchronized successfully' email notifications for administrators using the latest version of the GreenshadesOnline.com connector. This did not impact actual paystub synchronization, simply the synchronization report email.
- Fixed a typo on the electronic-only W-2 consent page on GreenEmployee.com

New Payroll Tax Service Functionality:

- Additional warnings if federal withholding was performed at incorrect rates
- Added the impacted form count to the Social Security Number Verification warning for the Federal W-2 return
- Changed the Tax Service homepage to put the names of the jurisdictions in all tables (some tables were using an abbreviation)
- Improved performance and fixed minor display issues with the local tax mapper
- Cleaned up the error section of the File Now and "Pay Now" pages with better text, a more organized layout, and uniform designations of which employee(s) had invalid information
- Added full functionality for the Federal Unemployment 940 return

- Added new fields on the employee card, company headquarters, and company location screens for the local taxing jurisdiction of each. Pennsylvania jurisdiction choices are displayed with PSD codes.
- Implemented changes for Pennsylvania Act 32 local tax returns

Changelist for GreenshadesOnline.com and GreenEmployee.com (11/8/2011)

General updates and problem fixes:

- If employees used the profile pages of GreenEmployee.com to change their Ethnic Origin to "Two or more races" then the Greenshades Online connector was incorrectly marking the ethnicity as "N/A" within Dynamics GP. This issue has been fixed so that the Dynamics GP ethnicity is properly updated to "Two or more races".
- Some clients who customized the Bank Transaction Entry screen within Dynamics GP were experiencing a problem that stopped some of their payroll history from being synchronized to GreenshadesOnline.com and GreenEmployee.com. This issue was fixed to ensure all payroll records are now synchronized for those clients.
- The E-File Confirmation page on GreeshadesOnline.com was occasionally omitting the reporting date when filing a return using the Greenshades Online Tax Service. This has been remedied so that the date now shows up properly on the confirmation screen.
- Some GreenshadesOnline.com administrators have saved bookmarks within their browsers to an out-of-date version of the "Change Company" page. We added an auto-redirect from the old version of the 'change company' screen that will automatically redirect users to the current 'change company' screen so that administrators can keep using their bookmarks.
- The GreenshadesOnline.com help article "Missing a Pay Run?" now contains an link that will check to ensure the Greenshades Online connector is installed and running properly.
- When an administrator on GreenshadesOnline.com changed the logo that should be used for their company it was made live on the employee site (GreenEmployee.com) once there was a lull in GreenEmployee's usage activity for the company in question. We have changed this functionality so that all logo changes will be forced to GreenEmployee.com within 15 minutes of being changed by the administrator.
- Fixed an issue that led to vacation/sick balances being imported incorrectly from Dynamics GP for some clients
- Added the ability to copy multiple same-day entries from one timesheet to another timesheet for semi-monthly payers.

New Payroll Tax Service Functionality:

- Added many new reconciliation checks that ensure annual state returns are consistent with the information that has been reported during the quarterly state 941 returns.
- Added the ability to perform Social Security Number Verification on federal W-2 returns
- Started supporting more local returns and payments:
  - Enhanced local mapping screen to allow correct mapping of Dynamics local codes to GS codes
  - Updated UI on mapping screen to make it easier to use
  - Correctly tracking deadlines for many local returns and payments.
  - Properly associating Pennsylvania local taxes with both their PSD code and correct reporting district to ensure the return gets built properly.
  - Added the "Client Manual" submission option that walks administrators through the process of submitting their local tax return and/or payment

- Updated submission confirmation emails to provide more information and clarified some language
- Updated the upcoming deadline emails so that the link would take you to the submission history page if someone else had already completed the submission after the email was sent
- Updated the submission history page to provide more details, including the user
- Moved the "I Agree" link and updated the EULA (still with some placeholder text, complete EULA coming with next release)
- Viewing Year-End warnings on DMF

Changes being made to employee W-2 pages on GreenEmployee.com:

- Removed the side bar and changed the drop down list to a sortable tabled-drop down list. This improves the way that employees are able to find the specific document they want and also increases the display area for the pay documents
- Updated the W-2 consent pages with verbiage consistent with IRS 2011 W-2 regulations
- Updated the W-2 consent page to show a verification code that looked less like a captcha and also added a 'why is this here' link to explain the need for the verification code.
- Added a home-page notification to employees if their payroll administrators had uploaded a 2011 W-2 that they have not yet viewed.
- Cleaned up the UI and verbiage in the case that employees were attempting to view a pay document but did not have Adobe Reader installed
- Added a dedicated webpage shown to users in the event that their administrators have hidden all paystubs and all W-2s from their website
- The pay document PDFs now load in-page for Chrome and Firefox. Previously they had to be opened in a new window for those two browsers.

Changelist for GreenshadesOnline.com and GreenEmployee.com (10/11/2011)

- Fixed a minor issue when displaying/saving employee pay-history notification options on GreenEmployee.com
- Released a handful of custom paystub templates on GreenEmployee.com to better match modified layouts that were in use by some employers
- Slight change to the functionality and explanation text of the "Allow Remote Assistance" button on GreenshadesOnline.com. Using this feature now allows Greenshades personnel to access your web portal (along with any loaded payroll data) for 3 business days in order to help troubleshoot issues or answer questions.
- Updated the Greenshades Online connector for Dynamics SL to provide the user with a message and gracefully stop the data synchronization when detecting bad or incompatible SUTA/FUTA reports that have been run in Dynamics SL.
- Added a screen to the Greenshades Online connector for Dynamics GP that allows all clients to choose local codes that are being used to represent disability insurance, employer-withheld unemployment, or other non-local withholdings. This had previously been available only to Greenshades Payroll Tax Service clients but is now being released to all Payroll History clients as well.
- Numerous changes to the Payroll Tax Service as we prepare to handle year-end withholding returns and payments

Changelist for GreenshadesOnline.com and GreenEmployee.com (9/27/2011 Release)

- Altered the “mass approve” function of employee timesheets to ignore timesheets that are waiting on a clocked-in employee to clock out of their shift (there’s an open timesheet entry).
- Changed the general appearance of the administrator sign-in page
- Fixed a problem that was causing “YTD Accrual” to show up as 0 on the time-off request screen for certain employees.
- Added a column for “Employee Name” to the timesheet importer report that is shown after the user requests to calculate overtime or import entries.

Changelist for GreenshadesOnline.com and GreenEmployee.com (9/20/2011 Release)

The following changes were made to the management pages for the Greenshades Payroll Tax Service. If you are not using Greenshades to file payments and tax returns on your behalf then they will not impact your online experience:

- Blocked submission of returns/payments to states that do not accept electronic filings after their due date
- Fixed a bug that would occasionally hide the title of the ‘File Now’ page when validation of totals failed
- Totals for unemployment returns now include the current Unemployment Tax Rate
- Provided a new warning on the ‘File Now’ page when we detect that the amount actually paid during the quarter doesn’t match the liability that was due
- Cleaned up and added more detail to the email that reports a successful submission
- Started using the settings in the connector to calculate liability for Pennsylvania’s employee unemployment withholding, California’s State Disability Insurance, and other taxes that aren’t explicitly handled by many accounting packages
- Automatically rounded the North Carolina Payment to the nearest dollar instead of prompting the user to round the withholding manually. A message has also been placed on the “Pay Now” screen indicating that the rounding occurred.
- Occasionally an administrator will report an overpayment on their 941 return and request that the credit be applied to their next payment (by checking the appropriate box on form 941 line 15). Greenshades will now recognize this event and automatically reduce the suggested payment on the next 941 liability. A message has also been placed on the “Pay Now” screen explaining the adjustment to the suggested payment

Changes made to GreenEmployee.com and GreenshadesOnline.com:

- Under some unusual conditions an employee’s web browser bookmark to specific pages GreenEmployee.com would end up taking them to the GreenEmployee.com homepage instead. This has been fixed.
- Fixed a problem that caused some Dynamics SL clients to see a 0 for the gross wages on certain checks.
- Cleaned up and improved the webpages that allow administrators to upload images to include with employee bulletins.
- Eliminated a blank line that appeared underneath the Greenshades Online banner when viewing the GreenshadesOnline.com homepage using some web browsers.
- A “back” button was added to the page where administrators and supervisors viewed the history of employee time-off requests. This button returns to the available time-off balance and active request page.
- There is a link “Change Companies” that appears at the top right of GreenshadesOnline.com workspaces for administrators who have multiple companies loaded online. The text of this link was changed from “Change Companies” to “Change Company”.
- Cleaned up the appearance of the pop-up windows that allow employees or administrators to edit employee contacts and dependents.

- Updated many grids throughout both GreenEmployee.com and also GreenshadesOnline.com to remember the last page-size setting that was selected.
- When an administrator clicked the "Pay History" button on the top bar of GreenshadesOnline.com the resulting pay history list would be filtered to only show paychecks and direct deposit slips from the most recent payrun. This has been corrected so that all pay documents will be shown without filtering. Administrators may still view a listing of pay documents from only the most recent payrun by clicking 'View All' in the homepage's "Recent Payroll Summary" widget.
- Fixed a problem that caused so;me mobile users to be unable to log into GreenEmployee.com from their smartphones.
- Added horizontal and vertical scrollbars to employee bulletins on GreenEmployee.com if the content of the bulletins exceeded the size of the window.

Other changes:

- Updated the TimeClock Kiosk software to include the timezone of the currently logged-in employee.
- Fixed a problem with the Greenshades Online Connector that occasionally displayed multiple icons in the taskbar
- Some windows security configurations were preventing the Connector from installing with default settings. The Connector was patched to ensure a better installation experience regardless of windows configuration.

<u>Changelist for GreenshadesOnline.com and GreenEmployee.com (9/06/2011 Release)</u>

- Increased the maximum number of characters allowed for messages and bulletins

<u>Changelist for GreenshadesOnline.com and GreenEmployee.com (8/30/2011 Release)</u>

- Changed the description label for the amount due field from "Employer" to "Payment Amount" on the E-Pay Ohio Unemployment Contribution Tax screen.

- Fixed an issue that was causing comments to only be partially displayed (when the Comments box on a Timesheet is checked).

- Added a banner for the GreenEmployee mobile app, which will be displayed when an employee navigates to GreenEmployee.com from their iPhone or Android web browser. The new banner has a button to download the GreenEmployee app for the appropriate phone type being used.

- Added a "week 1" and "week 2" timesheet totals summary when using the pay frequency of bi-weekly.

- Added a link which is viewable only on approved timesheets (when viewed by an admin or manager). The link reads "Click here to undo timesheet approval" and when clicked, returns the timesheet to an 'In Progress' status, allowing further edits to be made.

- Updated the GreenshadesOnline admin filter drop down menu (located at Settings > Admin Access > under Filtering Rules). Now, the drop down menu will not list administrators who are no longer employed by that company.

- Fixed an issue with the W-4 form, which was causing certain fields to not be saved properly.

Changelist for GreenshadesOnline.com and GreenEmployee.com (8/23/2011 Release)

- The following changes were made to the management pages for the Greenshades Payroll Tax Service. If you are not using Greenshades to file payments and tax returns on your behalf then they will not impact your online experience:

    - If tracking for a tax payment is disabled after some payments have been made but before the year-end tax return has been filed then a warning will appear stating that the tracking should be re-enabled to guarantee the completeness of the year-end return.

    - The tax service should properly recognize all states that require payments and returns to be filed together during the final month of the quarter but filed separately after other months.

    - Greenshades Online will now automatically verify company login credentials that are provided to access state and federal tax systems. If we conclude that a set of your credentials are incorrect for a taxing agency then your dedicated tax representative will contact you and assist you with resetting those credentials and re-enabling the deadlines within the Greenshades Payroll Tax Service.

    - Users will see an option to view details of the return when looking at the historical details section for most tax returns created after this release. These details will either be formatted for Microsoft Excel (when the E-File in question has information for each employee, such as a State Unemployment return) or a PDF (when the E-File in question has company-level summary information, such as the US 940 and 941).

    - The filtering options have been revamped on the Upcoming Deadlines section on the main management webpage for the Greenshades Payroll Tax Service. As one aspect of this revamp, the filters once again include the ability to display tax returns/payments that are due within the next 7 or 45 days. Any filters set on this page will be automatically restored and applied upon future visits to the page.

    - The “File Now” screen which shows details and other information about the tax return in question has been updated to include the actual record of tax payments made during the return’s reporting period. This amount can be easily compared to the reported tax liability as another way to tie-out tax payments to tax returns. Furthermore, the payment dates/amounts that are to be included with the return may now be edited within the standard editor on that screen.

- Fixed an issue which caused the grids within the Timesheet Review Center to be displayed incorrectly when using the Firefox browser.

- Fixed an issue that was causing time off requests with a fractional hour amount between 0.6 through 0.9 to be rounded down to 0.5.

- Changed the check box description on the administrator time off request page from “Show Subject” to “Show Comments”.

Changelist for GreenshadesOnline.com and GreenEmployee.com (8/16/2011 Release)

- Added a new banner with links to download the GreenEmployee iPhone and Android app. The links are located on GreenEmployee.com under Edit Account > Notifications tab.

- Fixed an issue on the Timesheet Warnings tab that was causing the pay group warning settings to be hidden (when selecting a specific pay group).

- Fixed an issue with the Timesheet Review Center tabs that was causing the content on the tab page to be displayed improperly.

- Fixed the Back button located on timesheets so that, when viewing timesheets as an administrator, the Back button “remembers” the timesheet column settings (Status, Pay Period, etc).

Changelist for GreenshadesOnline.com and GreenEmployee.com (8/09/2011 Release)

- Added link “Click here to undo timesheet approval” for approved timesheets, viewable when timesheets are being reviewed by managers and admins.

- Increased the maximum allowable amount for time off requests from 99 to 999.

- Streamlined the loading of the Timesheet Review Center resulting in faster page views.

- Fixed an issue which was preventing the Add Columns button on the ‘Time Off Requests Waiting For Approval’ page from working correctly.

Changelist for GreenshadesOnline.com and GreenEmployee.com (8/02/2011 Release)

- Patch to Appearance/Functionality of Timesheets Module

    - Added the ability for an employee to *view* a previously submitted or approved timesheet which was created using a pay group to which the employee is no longer assigned.
    - Updated the layout of the employee timesheet for easier readability.
    - Updated timesheets warnings. Employee timesheets now display any/all warnings as established within the pay group they are created under.
    - Added a back button to the timesheet page.
    - Adjusted the colors of various items within web pages to conform to site standard.
    - Added extra spacing within the Co-workers taking time off widget on the GreenEmployee homepage.
    - Standardized the Approve and Deny button locations across all pages for consistency.
    - Standardized all grids with filters across GreenshadesOnline and GreenEmployee.
- Added a message for Tax Service clients which will notify the user when the agency they are filing to charges processing fees.
- Added the ability to select all pay groups from the pay group drop-down menu located within the Timesheet Review Center, under the Warnings tab.
- Fixed an issue where, some employees were receiving the message "Time requested exceeds currently available balance" when the request did not exceed the available balance.
- Fixed an issue within the Entry Viewer where, when sorting by date worked, the returned result was sorted numerically, not chronologically.
- Added the ability for Tax Service clients to file their New Hire report at any time, regardless of if the reporting period has passed or not.

<u>Changelist for GreenshadesOnline.com and GreenEmployee.com (7/26/2011 Release)</u>

- Fixed an issue where, if an employee clicked the clock in button repeatedly, it would result in an error being displayed.
- Fixed an issue where, occasionally, the column names on the Requested Profile Change grid were not being displayed properly.
- Added the ability to download a copy of the 941 receipt once the 941 has been filed.

Changelist for GreenshadesOnline.com and GreenEmployee.com (7/19/2011 Release)

- Patch to Timesheet and Clock-In Functionality
    - Added the ability to include comments when adding IP addresses to the Whitelist and Blacklist, located at GreenshadesOnline >Settings > Advanced Time Entry > IP Filters tab.
    - Cleaned up the Pay Group Wizard, standardizing font sizes, default values, item labels and alignment.
    - Added the ability to define a default shift start time within a Pay Group, located on step 4 of the Pay Group Wizard: Associate Time Codes.
    - Added checkboxes next to time codes with the 'Other time codes allowed for this group' box, allowing you to select and deselect codes with a single click, located on step 4 of the Pay Group Wizard: Associate Time Codes.
    - Added the ability to define a default lunch duration within a Pay Group, located on step 4 of the Pay Group Wizard: Associate Time Codes.
    - Added a 5th step to the Pay Group Wizard named Warning Setup, which enables setup and tracking of undesirable timesheet conditions.
    - Added Time Off balance accrual tracking for *all* employees for administrators, located at GreenshadesOnline > Employees > Time Off, allowing administrators to track leave balance accrual for all employees in addition to the time-off requests. Previously, this was available to GreenEmployee managers only (for tracking balances of their assigned employees).
    - Added a new warning message, displayed to employees at the time of time-off request which alerts the employee when their request is greater than their available balance.
    - Updated the appearance of the manual time entry pop-up and time-off request pop-up windows to conform to site standards.
    - Cleaned up the time-off balance chart to conform to site standards.
    - Added a blue title bar and title, Timesheet Review Center, to the timesheet review page, located at GreenshadesOnline > Employees > Timesheet, clicking either (View).
    - Updated the In/Out Board within the Timesheet Review Center, cleaning up the layout and design of the edit screen, and adding the ability to edit an employee's clock in time.

- Minor adjustments to the appearance of the Entry Viewer page in the Timesheet Review Center to conform to site standards.

- Added a new tab to the Timesheet Review Center, named 'Warnings', which displays timesheets that contain warnings as defined from the Warning Setup screen in the Pay Group Wizard.
- Added a new column to the column chooser for the general Timesheets tab in the Timesheet Review Center for 'Supervisor'.

- Made several layout and appearance adjustments to the Timesheets page to conform to site standards.

- Added the ability to perform bulk timesheet submissions (which will submit all timesheets with a status of 'In Progress') and bulk timesheet approvals (submits all timesheets with a status of 'Submitted for Review').

- Cleaned up the Time Code Setup screen, located at GreenshadesOnline > Settings > Advanced Time Entry > Time Codes tab > Edit to conform to site standards.

- Added 'Differential Schedule' section to Time Code Setup screen, which enables the ability to set-up and define Time Code differentials based on pay code, start and stop time, day of week, and priority.

- Streamlined the import steps when importing batches into GP.

- When logging in to the Timesheet Importer, after connecting to your GP server, the Company selection drop down menu will default to the previously selected company.

- After logging in to the Timesheet Importer, clicking Timesheets, and selecting the desired Pay Group, the Pay Periods displayed are now sorted from newest (top) to oldest (bottom), and selectable with a single click.

- Added the ability for the Timesheet Importer to allow the import of timesheets from one GP company to another.

* Fixed the pending changes grid, located at Employees > Profile and HR Documents on GreenshadesOnline, to filter an employee by using either first or last name. Previously, the filter only respected the employee's first name.

* Adjusted the blue title bar for Profile and HR Documents to conform to site standards.

* Fixed an issue on GreenEmployee where, when an employee had an employee ID change, the old ID was still selectable even if inactive in GP.

* Fixed an issue affecting Tax Service clients using the Firefox browser which would result in an error being displayed after submitting a file/payment, even though the file/payment was submitted successfully.

* Added a new message on the GreenshadesOnline connector which alerts the user about Windows User Account Control (UAC) settings when selecting the scheduled sync option.

- Changed the Print button to a PDF button on the 941 editor.

Changelist for GreenshadesOnline.com and GreenEmployee.com (7/12/2011 Release)

- Added a new widget, ‘Thank you for Going Green!’ to the administrator home page, which displays a summary at-a-glance of cost savings and green footprint reductions from using GreenshadesOnline and GreenEmployee.
- Added ‘Thank you for Going Green’ detail page (viewable by clicking ‘View’ on the Going Green widget), which displays the in depth details of company cost savings and green footprint reductions from using GreenshadesOnline and GreenEmployee.
- Updated the text on the Employee Email Notification screen (located at Greenshades Online -> Settings -> Employee Pay History -> Email Notifications Tab) to clarify the differences between the various notification options.
- Enhanced the pay stub summary notification email for employees. Summary now includes gross pay, deductions, benefits, and year-to-date totals in addition to the net pay. Rich HTML email also made available.
- Fixed an issue where, when using the Administrator Access filters in Settings with multiple filter rules established for an administrator, only the first rule was being respected.
- Added the ability for Tax Service clients to submit zero wage filings. Tax Service now displays a message during submission attempt which will warn the client of the zero wage report but submission will not be prevented.

Changelist for GreenshadesOnline.com and GreenEmployee.com (7/05/2011 Release)

- Added Company Code identification for employees. All employees can now locate their company’s specific GreenEmployee Company Code at the bottom of their My Account tab, under Edit Account.
- If a tax payment submission is attempted before the end of the filing period, the submit button will no longer be displayed and the user will see the following message: “This payment will cover all liabilities incurred through [date of filing deadline]. You may pay this liability at any time on or after that date.”
- The “Thank you for Going Green” widget on the administrator home page now reads “Loading” as the totals are being loaded.
- Added support for SSN masks greater than 9 characters.
- Fixed an issue which was preventing the update of employee dependents to GP when submitted from the website if there were more than 21 characters in the comments field.
- Fixed an issue for clients who use SL where blank email address fields in SL were overwriting employee email addresses on the website.

- Corrected typos which were discovered on the administrator welcome wizard page.

- W-2 Summary widget no longer displays a “loading” indicator when switching the tax year.

- Corrected an issue where workspaces uploaded from SL used the first company location uploaded across all subsequent workspaces. Now, each workspace created will use the company location in accordance to the company database uploaded.
- Improved warning messages in the 941 editor when invalid date combinations are entered into the 941 schedule b.

- Fixed an issue in the GO Connector where employees with blank Class or Location fields were being uploaded to GreenshadesOnline despite attempting to exclude them.

Changelist for GreenshadesOnline.com and GreenEmployee.com (6/28/2011 Release)

- Corrected an issue that was requiring employees to upload a digital version of their check when configuring their direct deposit information even if their Administrators had waived this requirement.

- Increased performance when retrieving weather from some cities for display on employee’s GreenEmployee.com homepage.

- Provided better error messages to GreenshadesOnline Tax Service users when they attempt to file a tax report or make a tax payment before providing all necessary information about their tax agency.

- Corrected an issue on GreenshadesOnline.com that was disallowing administrators to view the information from multiple different bank accounts they had provided.

- Fixed a problem that disallowed some employees using Internet Explorer 9.0 from rearranging the widgets on the GreenEmployee.com homepage the way they wanted.

- Increased performance to the administrator home page resulting in decreased load times.

- Improved error message when attempting to submit a return or payment that had previously been submitted.

- Corrected a typo in the automatically generated invoices for GreenshadesOnline billable services.

- Added a “Loading” indicator to the W-2 Summary widget located on the GreenshadesOnline administrator home page.

- Fixed an issue with the form I-9 where the labels 'A lawful permanent resident (Alien #)' and 'An alien authorized to work (Alien # or Admission #)' were swapped.

- Fixed an issue where scheduled syncs would fail to connect to the GP server when running under the SYSTEM account.
- Corrected an issue with the SSN mask on paystubs where the mask was 1 character off, so an SSN of 123456789 and a mask of XXXXX would show up with only four X's, or XXXX56789 instead of XXXXX6789.

- Provided additional tracking information for some types of tax report submissions.

- Minor fixes to reporting dates for monthly payments.

Changelist for GreenshadesOnline.com and GreenEmployee.com (6/21/2011 Release)

- Fixed an issue on GreenEmployee where, when a supervisor signed and submitted an employee's timesheet, the View link for the employee to view the timesheet wasn't working correctly.

- Fixed a sizing issue where, when printing the 941 form from GreenshadesOnline, a portion of the form was cut off.

- Changed the fonts on the Reports page to conform to site theming. Adjusted line spacing for easier reading. Reduced overall vertical height of the individual reports to minimize the amount of scrolling necessary to view the report.

Changelist for GreenshadesOnline.com and GreenEmployee.com (6/14/2011 Release)

- Updated the look of the administrator Profile Change Request screen. Also added a description beneath the approval button which reads: "*If approved, these changes will be imported back into Dynamics.*"

- Added a new option for administrators who use GreenshadesOnline to print direct deposit slips and/or check stubs, which when selected gives the ability for an employee to request to stop receiving paper copies of those stubs.

- On the employee notifications tab on GreenEmployee: Changed the description of the employee email address which is stored in Microsoft GP from "Email Address on file with [your company name]" to "Corporate Email Address on file with [your company name]" to correspond with the dropdown menu option "corporate email address" under Email Notifications.

- Improved the search function and increased the number of matches displayed when using Supervisor Delegation feature.

- Updated tax payment detail for states which include local payments (CA, NY, and IN). Now after submitting a payment, a detailed breakdown of the local tax amounts is displayed.

Changelist for GreenshadesOnline.com and GreenEmployee.com (6/7/2011 Release)

- Added public visibility to the GreenshadesOnline Changelist, under Reports.

- When making a payment that involves multiple separate disbursements (such as an Indiana Withholding payment that must be split out to state and also counties or a 941 payment that gets split out to Medicare, Social Security, etc.), the payment amounts are now listed in order of payment amount.

- Fixed an issue with the I-9 wizard which occurred when attempting to approve a form for an employee that was hired more than 3 days past.

- Fixed an issue where Add/Edit dependents pop up was not displayed completely at smaller screen resolutions. Added a scroll bar in the dependents and contacts popup on GreenEmployee to allow scrolling within the popup.

- Fixed an issue where the dates listed on an employee's Time Off Balance History chart were overlapping, making it very difficult to read the dates. Added more space for the date labels in the Historical Time-off Graph to prevent dates from overlapping.

- Added option within Local Mapping settings to remove a local mapping that was previously mapped. Now, in the state drop down list, the end user can select [Not Mapped] and it will clear the mapping.

- Fixed typo under Workspace Settings: Employee Access > Employee Sessions. Changed "sessions" to "sessions".

- Fixed slowness/latency issues when clicking Submit on a tax service payment.

- Fixed an issue when building the US-IL Unemployment Filing where employees were being excluded from the file when they shouldn't.

- Corrected a typo on Upcoming Reports and Payments section where past due message was "are currently past due" when there was only 1 item past due. Now reads "1 report is currently past due" if only one item is past due.