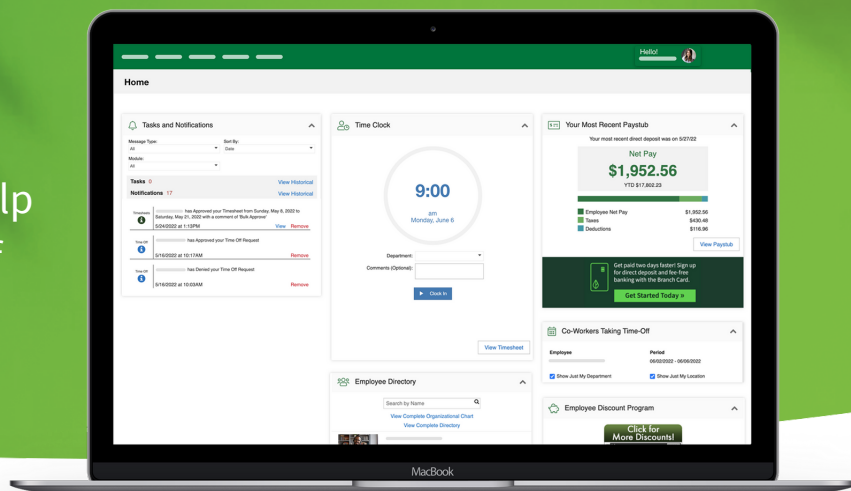# Greenshades

Benefits Administration

From enrollment to enrichment, help your employees get the most out of their benefits.

Leverage the full power of the Employee Service Portal and simplify your employee benefits enrollment. The benefits module makes the collection of health insurance, retirement, life insurance and other benefits smooth and hassle-free.

Here's How it Works

Administrators can easily review, accept and apply changes, including assignments of benefit and deduction codes. Eliminating the need for manual entry of information not only saves time but also reduces the chance of costly mistakes caused by human error.
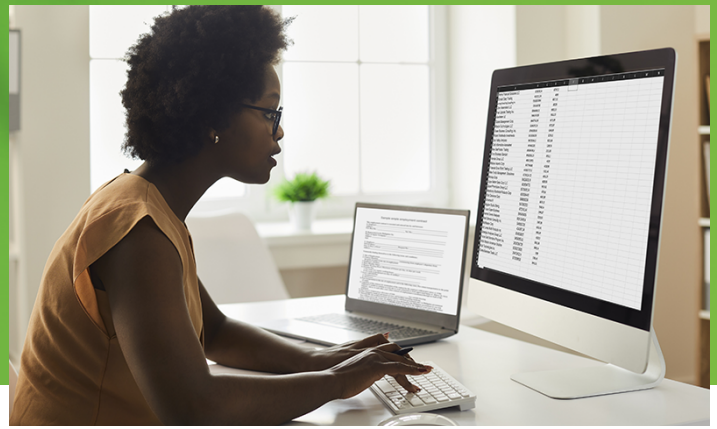
Stay compliant with the Affordable Care Act provision through daily validation, full management of eligibility and enrollment information as well as comprehensive 1095-C reporting at year-end. The easy-to-access employee portal provides tracking of offered, waived, and enrolled coverage, employee dependents, and the appropriate IRS code for form 1095-C.

With each and every payroll run, Greenshades provides:

- ✓ Manage employee benefit eligibility
- ✓ Track employee enrollment status
- ✓ Submit health insurance enrollment to providers
- ✓ Manage employee qualifying life events
- ✓ Coordinate open enrollment online
- ✓ Make employee benefit guides available to employees

Greenshades

Year-End Forms

Greenshades assumes the tedious tasks during your year-end and lets you focus on keeping your company running smoothly.

Year-end is the busiest time of the year for payroll professionals. Year-end forms must be precise, accurate, and submitted to recipients and the government on time. The production and distributions of W-2s, 1099s, 1095-Cs, and other documentation means extra work at an already busy time of year.

Creation is a Cinch

Upload your year-end data to our easy-to-use portal using our simple Excel format, user-friendly tools allow you to quickly produce recipient copies, ready for distribution by:
- ✅ walking you through the creation
- ✅ review, and
- ✅ editing.

Employees are Empowered

With online access to their year-end forms, your employees can get their information securely through the same portal in which they can download or print a PDF copy. This means accessibility at any time while reducing the workload for your payroll department. Greenshades manages all of the electronic consent collection and compliance, making it easy for you to offer quick, self-service access to W-2s and 1095-Cs.

Trusted Reputation

Greenshades is proud of our reputation for being a trusted source for year-end form distribution, with more than 4.5 million forms distributed last year alone. Thousands of businesses turn to Greenshades year after year to handle their company's year-end forms because they enjoy the cost and time savings of working with us while knowing they will have the very best experience.

Distribution Made Easy

Online distribution allows employees to log in to a secure portal to view year-end forms. Outsourcing to Greenshades completes all steps of the traditional year-end forms process, including:

- ✅ Printing
- ✅ Stamping
- ✅ mailing forms to recipients (including contractors).

Greenshades also supports in-house printing; print your forms to blank paper and skip the pre-printed forms.