GreenEmployee.com
HR Documents

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*This quick start guide describes how employees may
view and complete documents on GreenEmployee.com.*

Overview

The HR (Human Resources) Documents module allows you to store and interact with various types of documents. You may read documents made available by the HR office, review and acknowledge a required company policy or procedure, or complete an optional or required form and return it to the HR office. You may also set up and use your Green Space to upload completed documents.

Viewing your HR Document Center

After logging into to GreenEmployee.com, you will see the HR Documents navigation button at the top of your page. Click on the button to go to your HR Document Center. Here, you can access a variety of documents.

HR Documents

My HR Documents

The My HR Documents section lists all of your active documents. The status is given for each document, letting you know if it is complete, waiting for your manager's review, or waiting for your review. You may filter the list of documents using the drop down lists in the Status, Document Type, and Last Action Time columns. You will see documents in this section that you have submitted for review as well as documents that need your attention. You may also see documents that have been approved or denied by your manager and documents that are required to be viewed and acknowledged by a certain date. Depending on the document's settings, you may click on the view, review, or update link to the left of the document's status to interact with the document. To add a new document, click the "New Document" button and follow the prompts in the modal that opens.
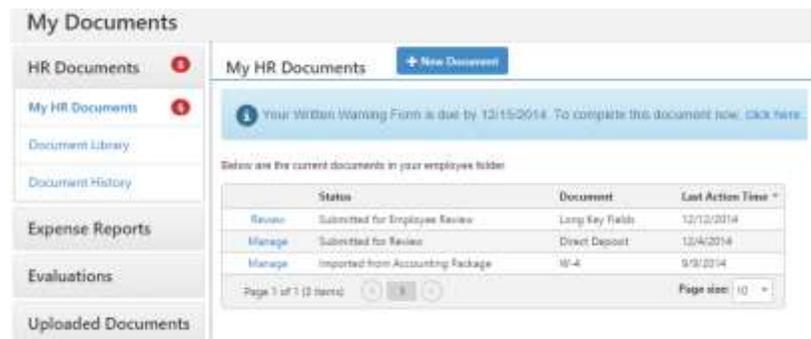
Document Library

The Company Documents section is a library of documents that have been added for your reference. When you click on this menu, you will see an alphabetical list of documents available to you. Click on any of the document thumbnails to open the document. The document will open inside a document viewer. Click on the download option below the right corner of the document viewer (⬇) to download the full document to your computer.

Document History

The Document History section allows you to view all of the actions you have taken with each document. You may see when you created a document, when it was reviewed, and who approved or denied it. You may display comments made on all the documents in this table by clicking the Show Comments option.

Expense Reports

Expense Reports are found under Documents, but because of the complexity of this module, please see the Quick Start guide titled "Expense Reporting."

Evaluations

Employee evaluations are also found under Documents. Here you have access to a wide variety of information. At the top, you can see a graph of your evaluations scores over time. The drop-down menu allows you to change which metric you want to see.

Most Recent Employee Evaluation

This section shows you key information from your most recent evaluation, such as date, who conducted the evaluation, your overall score, and your score for each criterion. You can also access the full evaluation with the View button.

Next Employee Evaluation

Here you will find the name and date of your next scheduled evaluation (if there is one). You can also view the criteria on which you will be evaluated. The View Criteria button will open a modal within the page that explains your evaluation's criteria.

Evaluation Goals

If your next evaluation includes any specific goals, you will find them in this section, with a title and description.

Past Employee Evaluations

This grid will list all of the evaluations you have had with your company. They can be filtered or sorted by name, date of evaluation, overall score, or the name of the person who conducted the evaluation.

Green Space

Green Employee allows you to send images via email or text message to your Green Space, which can then be used to add or complete documents. To enable this feature, you must register one or more email addresses or cellular phone numbers by going to Account Settings (top right corner) and clicking the "Register an Email Address" or "Register Phone Number" buttons.

Once you have an email address or phone number registered, you can send attachments to your Green Space for use in the HR Documents module. You can add files from your Green Space to a document by clicking on the Add as Document link below the file image in your Green Space and then choosing a document from the drop down list available to you. Once a file is added to a document, it will be removed from your Green Space. All files that have not been added to documents within 30 days will be removed from your Green Space.

Document Notifications

To ensure you are aware of all documents that need your attention, you should register for Document Notifications. To enable this feature, go to the Notifications tab under Account Settings. From there, you can enter an alternate email address (in addition to your corporate email), and set up notifications when a new document needs your attention or has been approved or denied. You also have options for notifications of new paystubs, Benefit enrollment, and even to remind you when co-workers are off.