

GREENSLIPS

Frequently Asked Questions

- **What is GreenSlips?**

GreenSlips is a city program that will allow direct deposit participants to view pay slips, and W2 forms securely online.

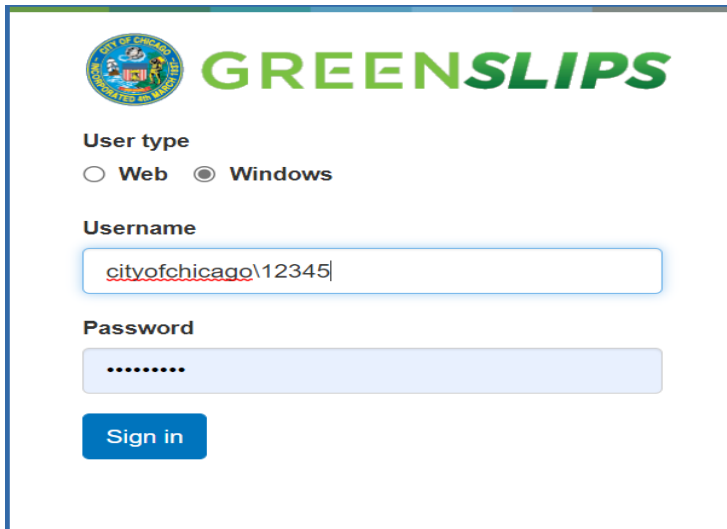
- **Why should I sign up?**

GreenSlips allows you to have access to your pay slip first thing in the morning. You will not have to wait for your payroll section to distribute it to you. GreenSlips also stores your pay slips electronically. Additionally, this program saves paper and time.

- **How do I sign up?**

If you have direct deposit, go to <https://greenslips.cityofchicago.org>

Your Username is cityofchicago\12345 Where 12345 is your Active Directory ID. Your password is the same password that you use to access your computer. All users should select User type as “Windows” please see the below screenshot.



The screenshot shows the GreenSlips login interface. At the top left is the City of Chicago seal, followed by the 'GREENSLIPS' logo. Below the logo, there is a 'User type' section with two radio buttons: 'Web' (unselected) and 'Windows' (selected). Underneath is a 'Username' field containing the text 'cityofchicago\12345'. Below that is a 'Password' field with a masked password of seven dots. At the bottom is a blue 'Sign in' button.

NOTE: Dept# 51 PSA Employees are part of Civilians

The employee pay stub indicates which department number they are assigned to.

- **How long before I will see my pay slip online after I enroll?**

This depends on when you enroll. Enrolling 3 days prior to pay day will ensure that you receive your deposit advice online.

- **How long will the pay slips remain online?**

The pay slips will not be purged but will only be available to active employees.

- **When will W2s be available?**

W2 forms will be distributed no later than January 31. As a GreenSlip participant, you will have access to your form online before physical distribution to non-participants.

- **What about previous pay slips?**

Pay slips that predate your enrollment in GreenSlips will not be available online but going forward each pay slip will be online.

- **What if I want to switch back to printed pay slips?**

You can opt out of this program at any time. Just go to the MY ACCOUNT tab and uncheck the box that says **Check to receive online pay statements** - and click save.

- **What if I am no longer an employee?**

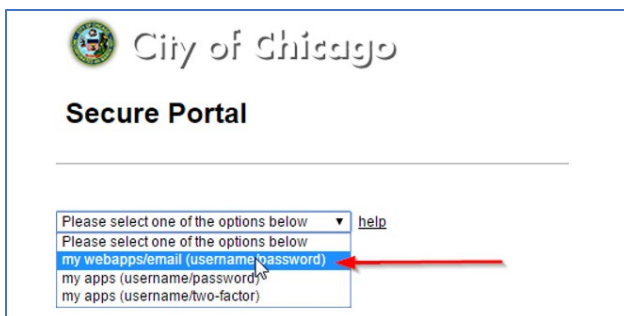
GreenSlips is only available to current employees.

- **How do I know this service is secure?**

The online application is protected by a high level of security features to ensure your information remains safe. Additionally, the City of Chicago applies a high level of standards to protect our data. This includes but is not limited to encryption, protective firewalls and routers which monitor and deny all suspicious inbound traffic.

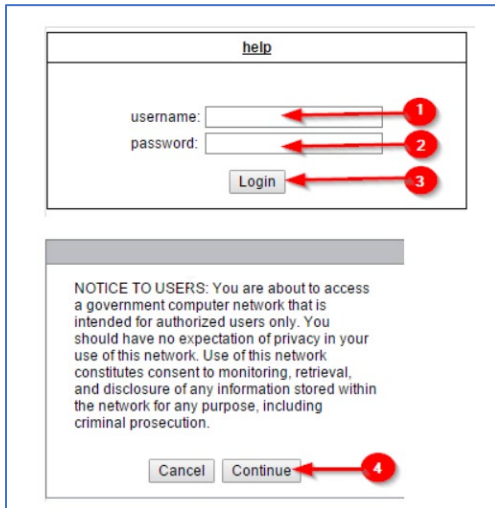
- **Will I be able to see access GreenSlips at home?**

Yes, please login to portal.cityofchicago.org and click the GreenSlips link.



Log into the Secure Portal

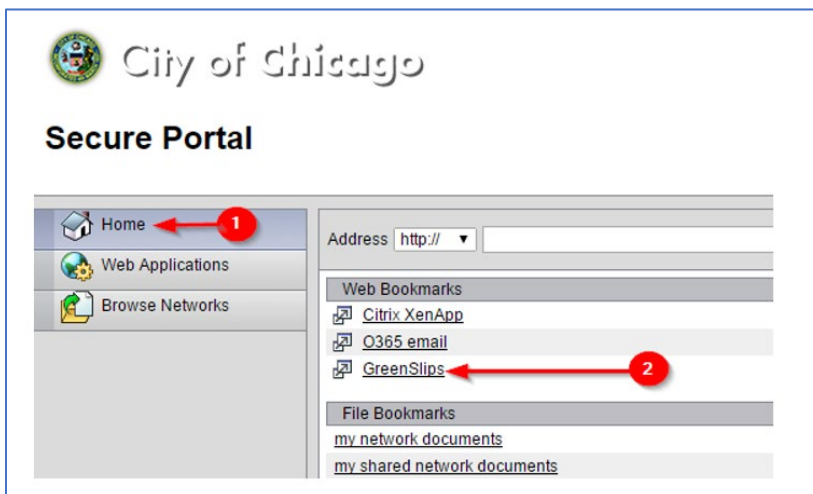
1. username: {Please enter the **number (ONLY)** employee uses to login to computer/network}
2. password: {Password is the same one used to log on to the computer/network}
3. Click **“Log In”** button
4. New window is displayed, click **“Continue”** button if the employee agrees.



The screenshot shows a login window titled "help". It contains a "username:" field with a red arrow and the number "1" pointing to it. Below it is a "password:" field with a red arrow and the number "2" pointing to it. A "Login" button has a red arrow and the number "3" pointing to it. Below the fields is a "NOTICE TO USERS" section with the following text: "NOTICE TO USERS: You are about to access a government computer network that is intended for authorized users only. You should have no expectation of privacy in your use of this network. Use of this network constitutes consent to monitoring, retrieval, and disclosure of any information stored within the network for any purpose, including criminal prosecution." At the bottom of the notice are "Cancel" and "Continue" buttons, with a red arrow and the number "4" pointing to the "Continue" button.

Navigate to the GreenSlips Application

1. Once connected, select the **“Home”** tab on the left navigation.
2. Click the **“GreenSlips”** link in the **“Web Bookmarks”** section.



The screenshot shows the City of Chicago Secure Portal. The top left features the City of Chicago logo and the text "City of Chicago". Below this is the heading "Secure Portal". On the left side, there is a navigation menu with three items: "Home" (with a red arrow and the number "1" pointing to it), "Web Applications", and "Browse Networks". On the right side, there is a "Web Bookmarks" section with three items: "Citrix XenApp", "O365_email", and "GreenSlips" (with a red arrow and the number "2" pointing to it). Below the "Web Bookmarks" section is a "File Bookmarks" section with two items: "my network documents" and "my shared network documents".

- **Can I get my pay slip online as well as delivered?**

No, you need to choose between the two different ways, but you can always opt out of the program and begin to receive paper pay slips.

- **Who can sign up?**

Anyone with direct deposit can access GreenSlips. If you want to sign up for direct deposit, go to <http://www.cityofchicago.org/EmployeeDirectDepositForm> and follow the instructions.

- **I see my pay slip prior to my pay date, does this mean my direct deposit is available in my bank?**

The funds are available at the same time as if you were receiving a paper direct deposit, no sooner, no later.

- **Can I print the documents?**

Yes. When viewing the document online, the print icon is at the top of the page.

- **How do I get help in utilizing GreenSlips?**

If you have a question about your log in information, contact 4-DATA. If you have a question about the information on your pay slip, contact your payroll division.