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1 PURPOSE

GreenSlips is the online application that allows employees with direct deposit to receive their deposit advices and supplemental statements online. This application is only available for employees who are enrolled in direct deposit. Employees can choose direct deposit by filling out the following form

https://www.cityofchicago.org/dam/city/depts/fin/supp_info/PayrollOperations/DirectDeposit.pdf

Employees with direct deposit must enroll in GreenSlips to be able to securely view their paystubs as well as supplemental statements. Once enrolled in GreenSlips, employees will no longer receive their pay stubs in print form.

This guide will introduce how to navigate the application.

Please note that the Supplemental Statement is available for all departments **except** for Chicago Police Department and Chicago Fire Department.

2 SYSTEM REQUIREMENT

To use GreenSlips application, Employee's computer must have the following software installed on their machine.

- Adobe Acrobat Reader
- Internet browser (Google Chrome, Firefox, Microsoft Edge)
- Internet Connection

2.1 Eligibility

Please check the following eligibility requirements to make sure Employees can use the GreenSlips application.

- Direct Deposit must be set up
- Employee must know their Computer Credentials to log in to the GreenSlips
- Employee must be under City's network through on-site computer, City Portal, or VPN,

3 LOG IN

This section will explain how to log into the application successfully.

Please note that the link provided below will only be available for computers in the City of Chicago, Chicago Police Department, and the Chicago Public Library networks.

Website: <https://greenslips.cityofchicago.org>

To login:

1. Click the “**Windows**” radio button (on the right).
2. **Username** (Username may be different depending on department).

Civilian Employees

- Username: cityofchicago\##### {**number** employee uses to login to computer network}

NOTE: - All Civilian Employees including Dept# 51 PSA Employees also can access Greenslips remotely using portal.cityofchicago.org. Once they are in Portal and they open the GreenSlips link, then they can use the login -> cityofchicago\#####.

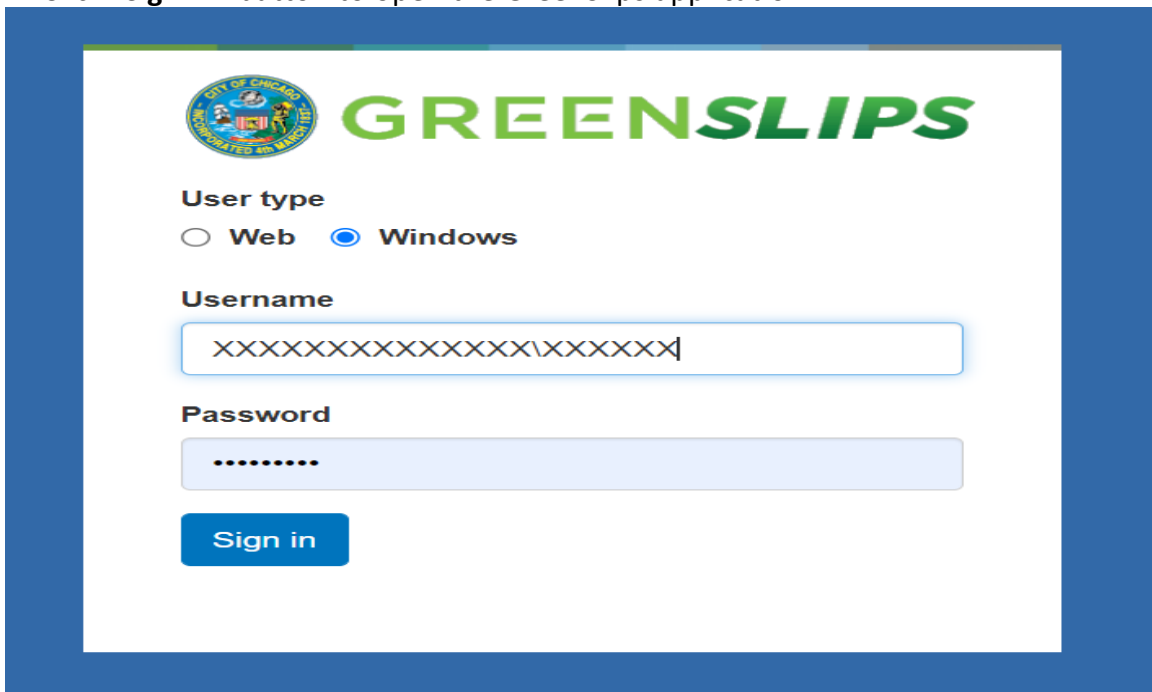
Chicago Police Department Employees (Sworn)

- Username: chicagopolice\##### {**PC#** employee uses to login to computer network}

Chicago Public Library Employees

- Username: chipublib\XXXXXX {**First Initial + Last name** employee uses to log in to computer network}

3. **Password:** (Password is the same one used to log on to the computer/network).
4. Click “**Sign In**” button to open the GreenSlips application.



4 LOG IN FROM HOME

GreenSlips application can also be viewed from Employee’s personal computer. This section will provide the steps required to access GreenSlips.

Note: Only Chicago Public Library currently do not have access to log in from home.

Chicago Police Department Employees can now access Greenslips from home, please follow the steps mentioned in the attachment (Juniper Pulse Secure - CPD Remote Access Greenslips).



Juniper Pulse
Secure - CPD Remot

All Civilian Employees including Dept# 51 PSA Employees also can access Greenslips remotely using portal.cityofchicago.org

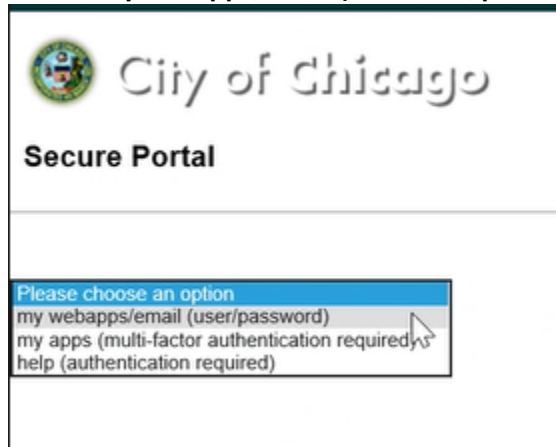
The employee pay stub indicates which department number they are assigned to.

4.1 Log in from home as Civilian Employee

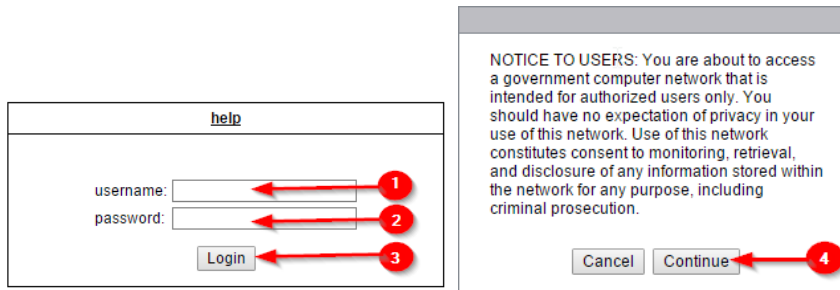
Type or click the link below into the computer’s internet browser (Google Chrome, Firefox, Microsoft Edge – for example):

<https://portal.cityofchicago.org/>

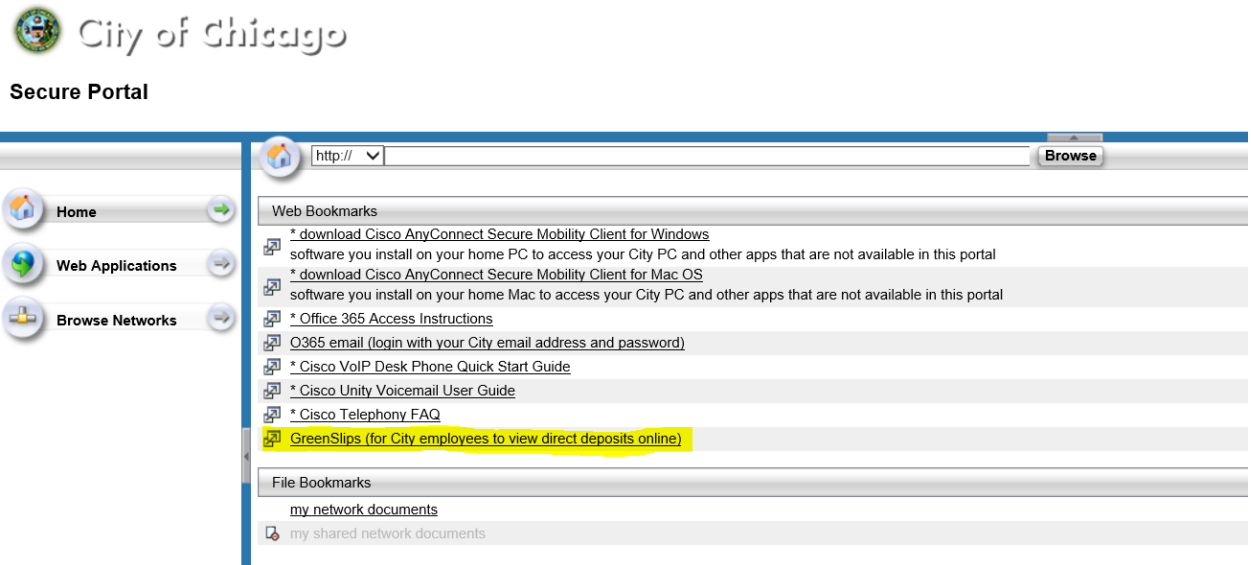
Select “my webapps/email (username/password)”



1. username: {Please enter the **number** employee uses to log into 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.

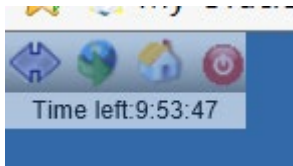



1. Once connected, select the “Home” tab on the left navigation.
2. Click the “GreenSlips” link in the “Web Bookmarks” section (highlighted in yellow).



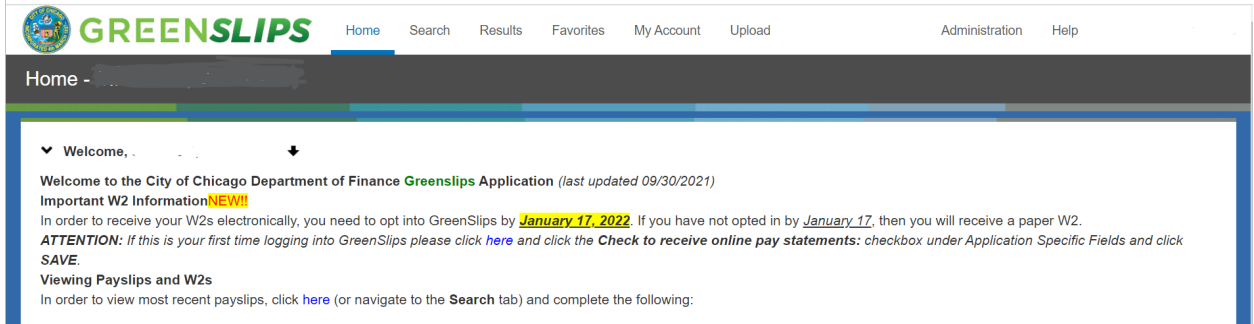
4.2 Tool bar / icons at top of my window/screen


When the employee is logged into the city portal, the employee is shown a small four icon window at the top of the screen. The visual menu options allow the user to move the tool bar, open a new window, return to the home screen, and log off the portal. For security purposes, there is a time limit.

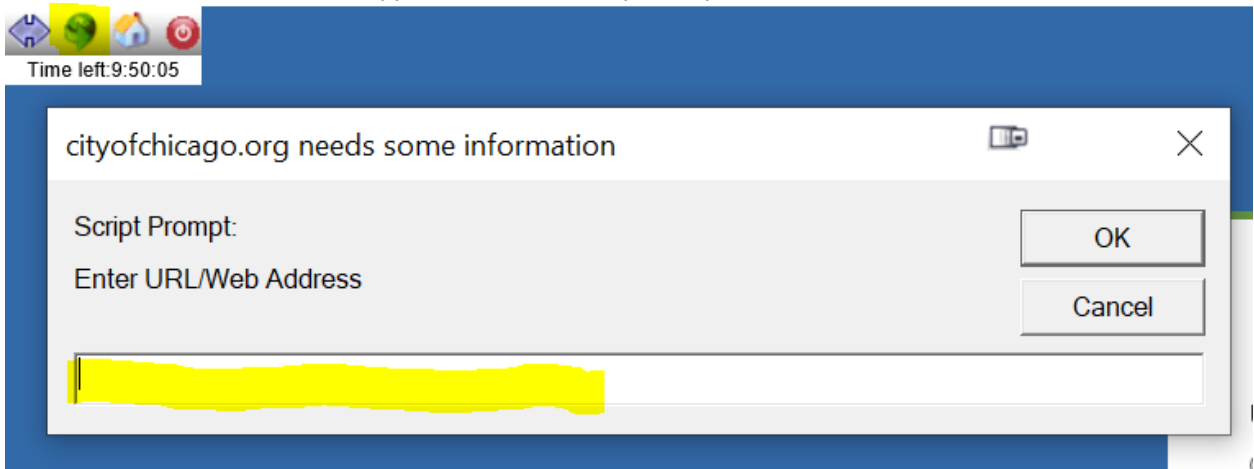


 The Arrow symbol simply moves the menu to the other side of the window.

 Clicking the Home sign will bring the Employee back to the Secure Portal page.



1.  Go To Address – Click this and the user will be prompted to Enter URL/Web Address with a new window.
2. Enter in a website link here to be directed to any other website which is under City's network. Such as <http://my.cityofchicago.org>
3. Click "Ok" button and the application will attempt to open the URL



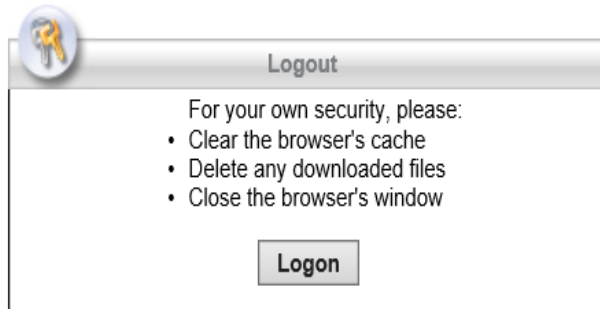
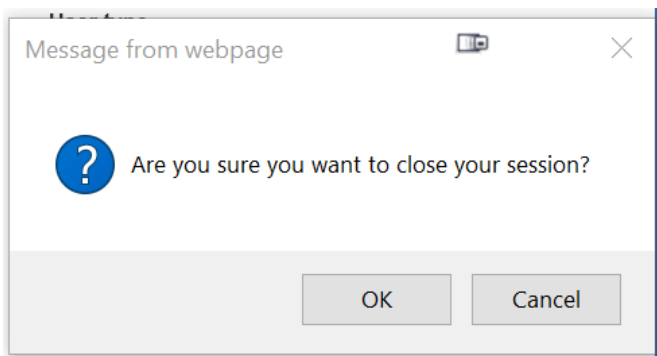
4.3 Log off from home as Civilian Employee

It is critical when using a computer that is used by other people or the public that you log off the application. This section will explain how to properly log off.

When the employee is logged into the city portal, the employee is shown a small four icon window at the top of the screen.



1. Log off - Click on **“Log off”** button to close session on the City’s network
2. Click the **“OK”** button from the confirmation window, the session will be closed.
3. **“The logout”** screen will appear.

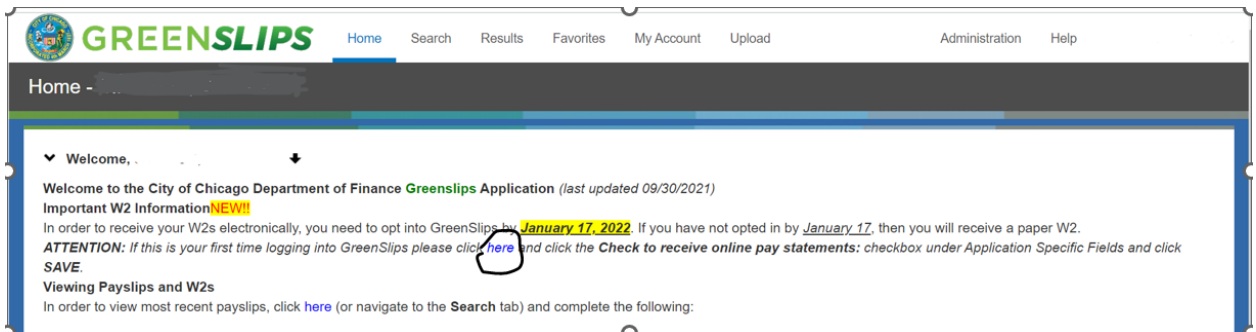


5 SIGN UP

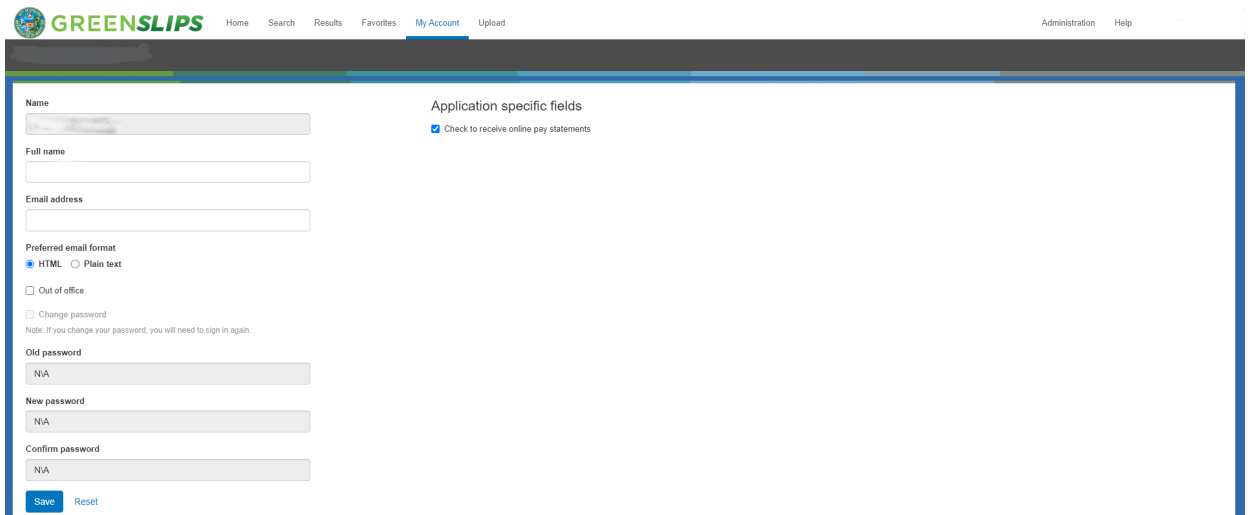
Once logged in, the default page of **“Home”** tab will be displayed. The **“Home”** tab provides general instruction on how to sign up as well as an area to communicate with Users.

There are two ways to sign up for receiving paystubs in GreenSlips.

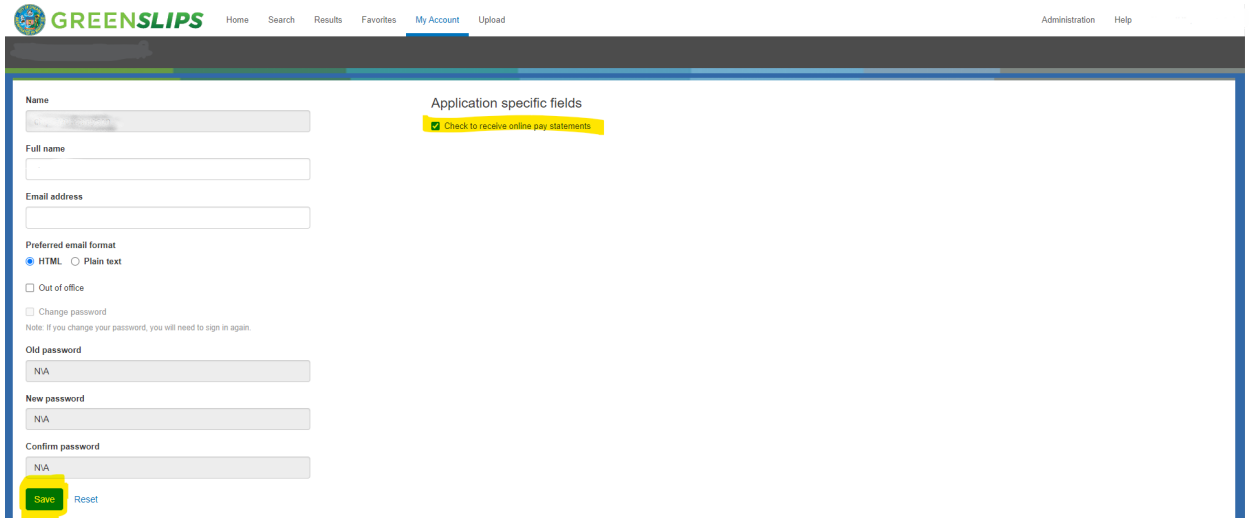
1. Click on the **“here”** link (as shown below in **“BLUE”** font). Clicking this link will open the **“My Account”** tab.



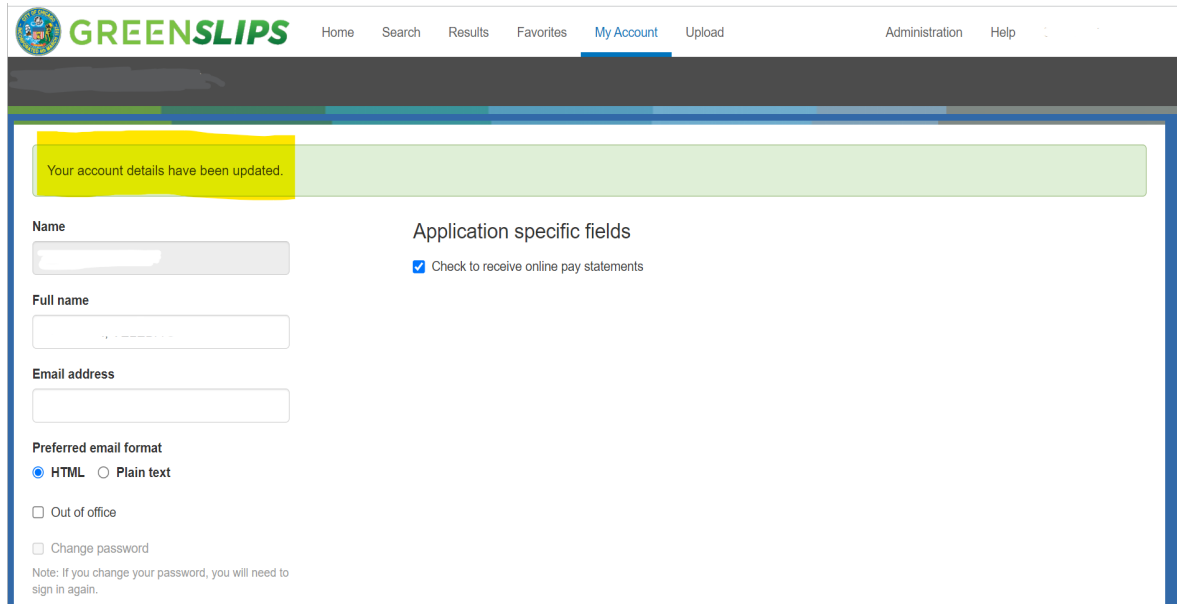
2. Select the **“My Account”** tab to view the User Details screen.



3. Click the **“Check to receive online pay statements”** checkbox to sign up for GreenSlips (which is on the middle of the page).
4. Click the **“Save”** button to apply the change.



The screenshot shows the 'My Account' page in the GreenSlips system. The page has a navigation bar with links for Home, Search, Results, Favorites, My Account, and Upload. On the right side of the navigation bar, there are links for Administration and Help. The main content area contains a form for updating account details. The form includes fields for Name, Full name, and Email address. There are also radio buttons for Preferred email format (HTML and Plain text), checkboxes for Out of office and Change password, and password fields for Old password, New password, and Confirm password. A checkbox labeled 'Check to receive online pay statements' is checked and highlighted in yellow. At the bottom of the form, there are 'Save' and 'Reset' buttons.



The screenshot shows the 'My Account' page after the account details have been updated. A yellow banner at the top of the form area displays the message 'Your account details have been updated.' The form fields and checkboxes are the same as in the previous screenshot, but the 'Check to receive online pay statements' checkbox is now unchecked. The 'Save' button is highlighted in yellow.

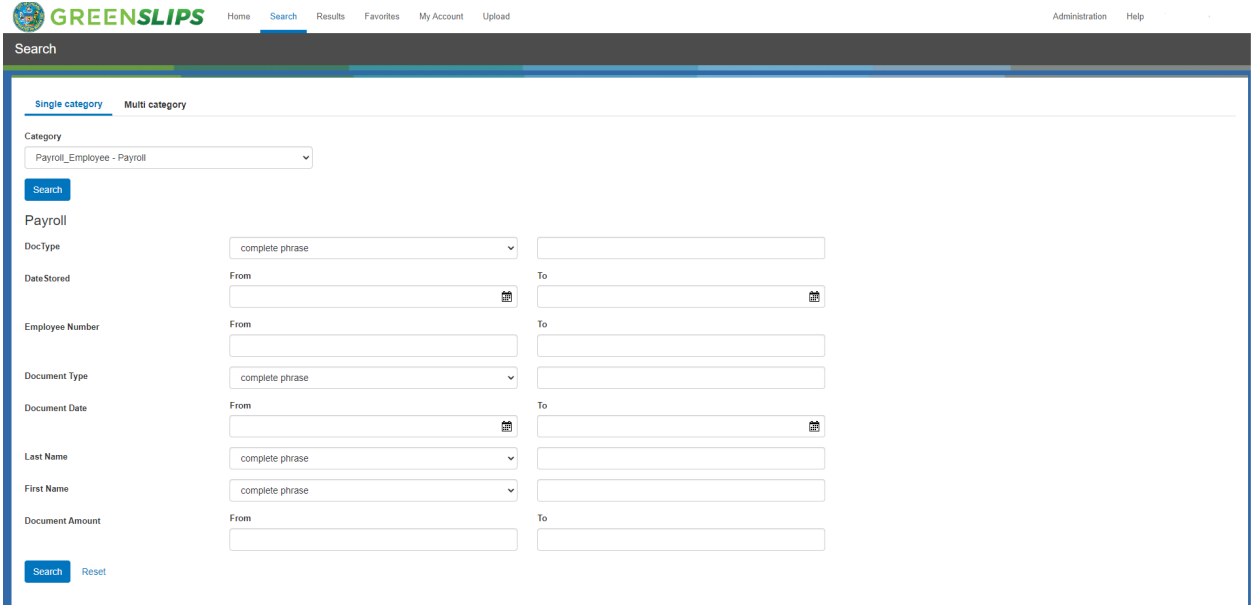
NOTE: GreenSlips will display 'Your account details have been updated' on the screen.

6 SEARCH

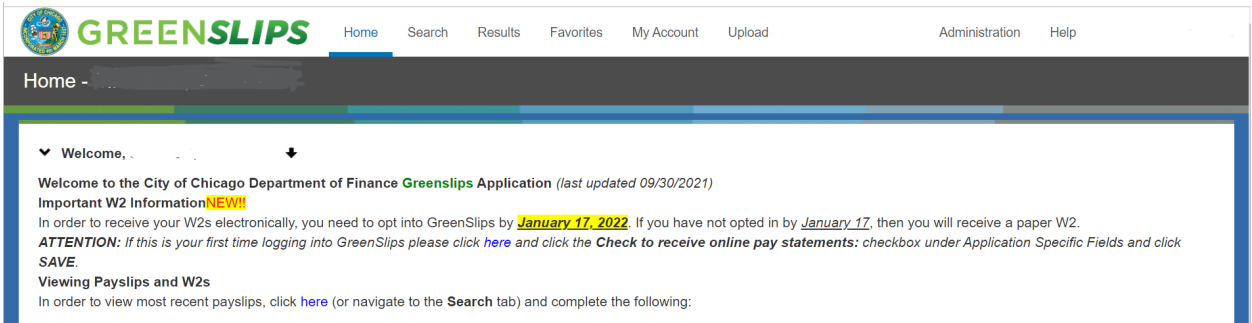
The “**Search**” tab gives an employee the option to retrieve their pay slips and/or supplemental statement. Please note that in order to see the most recent document, perform **Search** first.

There are two ways to navigate to Search tab on GreenSlips.

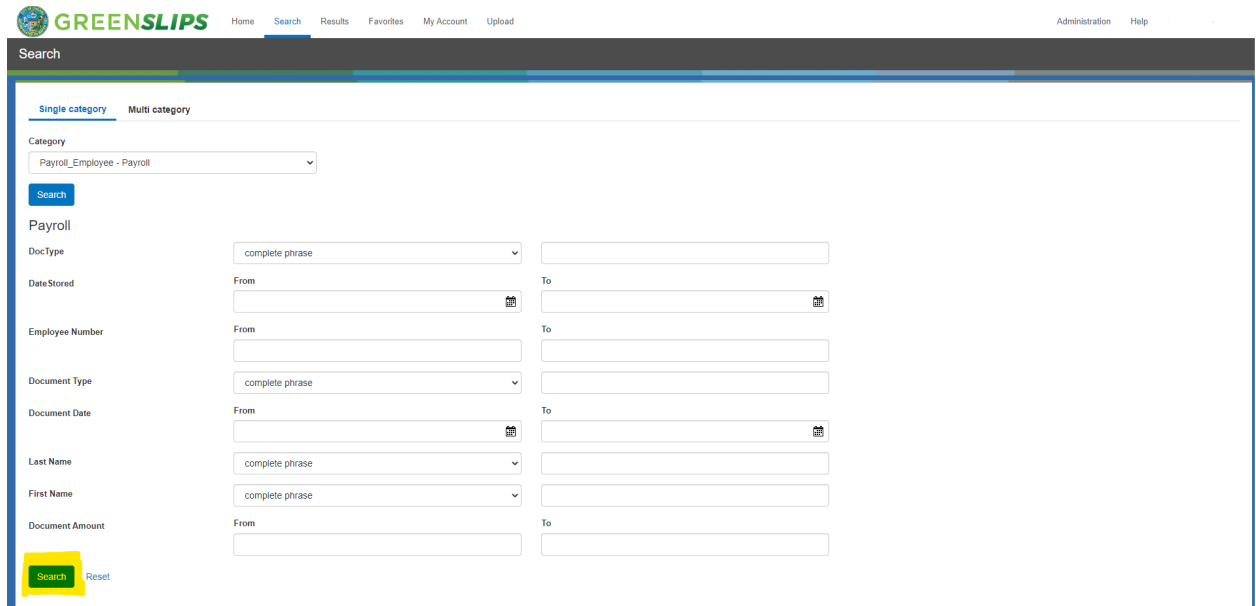
1. Select the “**Search**” tab from the main screen.



2. Alternately, the employee can click the “**HERE**” link as shown below (“**Viewing Payslips and W2s**”)



3. Once on the Search tab, select “**Search**” button. This will display all the employees’ payslips/supplemental statements since signing up for Greenslips.



6.1 Filter Definition

The Search screen comes with the ability to search for a specific document. **It is never required or necessary to fill out anything on this screen. However, over time as multiple documents are saved, the employee may want to search for a specific document.** Below is a listing of the optional filters that can be used.

Category – Employee only has a category of **“Payroll_Employee – Payroll”**. This Category shows the payslip information for their pay slips only

DocType – “PDF”

DateStored - Date when the paystub was uploaded into GreenSlips

Employee Number - City of Chicago Employee Number

Document Type - “DEPOSIT ADVICE” or “SUPPLEMENTAL” are the only options

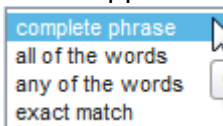
Document Date – Payment date for Deposit Advice. Pay period end date for Supplemental

Last Name - The last name needs to be ALL CAPITAL

First Name – The first name needs to be ALL CAPITAL

Document Amount - Amount employee has received from the

- Deposit Advice: Net Pay
- Supplemental statement: Monthly pay rate



Complete phrase – Returns results that contain at least one occurrence of the exact sequence of words entered.

All of the words – Return results that contain at least one occurrence of every word or quoted phrase.

Any of the words – Returns results containing at least one occurrence of at least one of the words or quoted phrases.

Exact match – Returns results that are equal to the value entered.

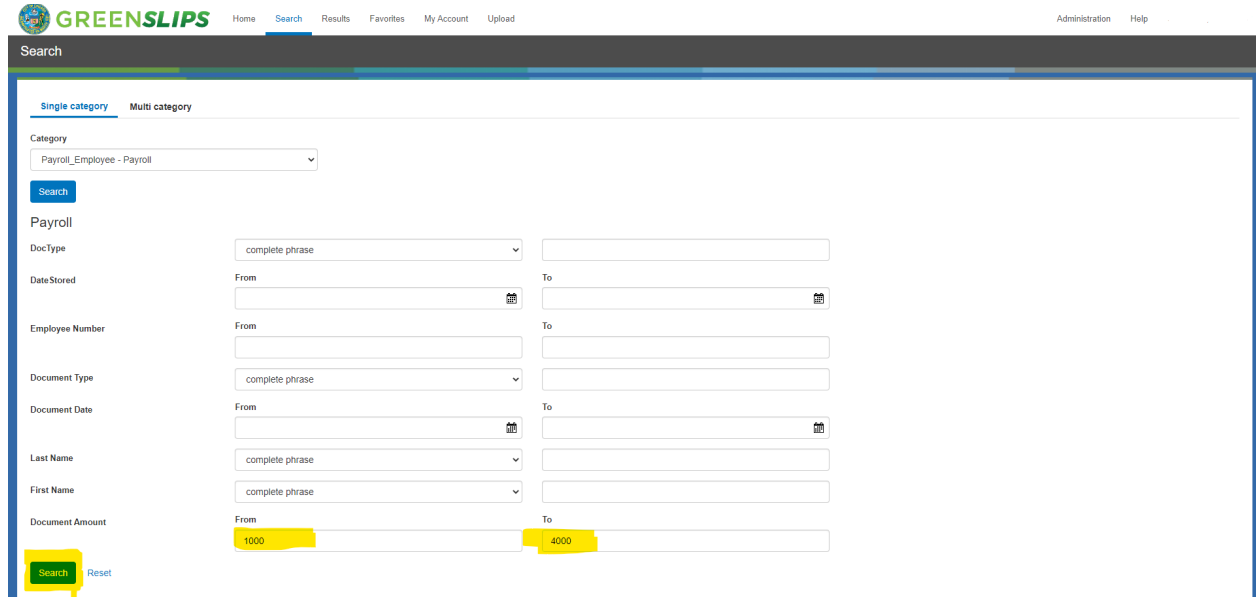
6.2 Filtering Search

GreenSlips application provides employees the ability to filter their documents. The definitions below show how each filtering names should be used for.

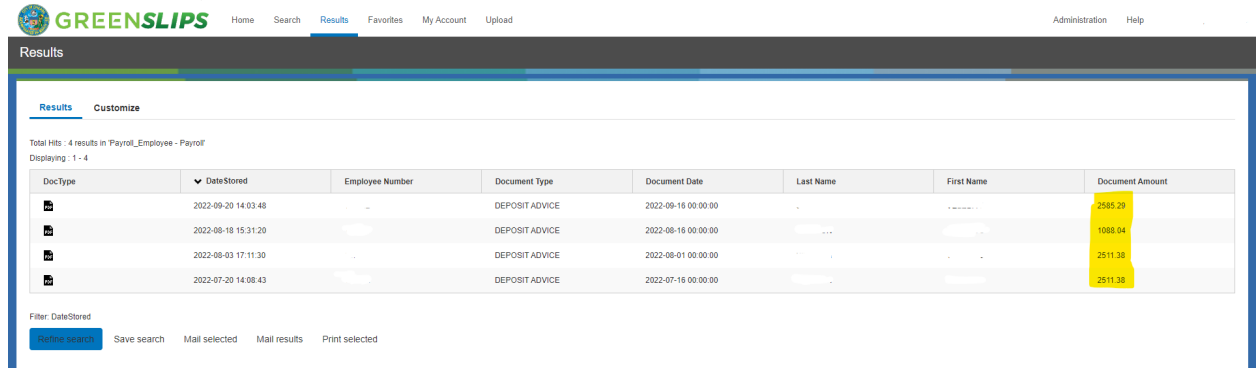
Employees do not have to enter in all the filtering fields for the filter search to function.

For example, if an employee wants to filter by only **“Document Amount”** field, they can just put the criteria as shown below (highlighted in green) of 1000 and 4000 respectively.

Please click **“Search”** to see the result.



As shown below, the result is filtered of all Document Amount between \$1000 and \$4000.



DocType	DateStored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
	2022-09-20 14:03:48		DEPOSIT ADVICE	2022-09-16 00:00:00			2585.20
	2022-08-18 15:31:20		DEPOSIT ADVICE	2022-08-16 00:00:00			1080.04
	2022-08-03 17:11:30		DEPOSIT ADVICE	2022-08-01 00:00:00			2511.38
	2022-07-20 14:08:43		DEPOSIT ADVICE	2022-07-16 00:00:00			2511.38

7 RESULTS

The “Results” tab allows an employee to view their pay slips and supplemental statement. Please keep in mind that the Employees should only reach the “Results” tab by going through the “Search” functionality first to see the most updated result.

Note: As a default, the employee’s most recently stored documents will appear on the top.

The screenshot shows the 'Results' page in the GREENSLIPS application. The table displays the following data:

DocType	DateStored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
DEPOSIT ADVICE	2022-09-20 14:03:48	-	DEPOSIT ADVICE	2022-09-16 00:00:00	-	-	2585.29
DEPOSIT ADVICE	2022-08-18 15:31:20	-	DEPOSIT ADVICE	2022-08-16 00:00:00	-	-	1088.04
DEPOSIT ADVICE	2022-08-03 17:11:30	-	DEPOSIT ADVICE	2022-08-01 00:00:00	-	-	2511.38
DEPOSIT ADVICE	2022-07-20 14:08:43	-	DEPOSIT ADVICE	2022-07-16 00:00:00	-	-	2511.38

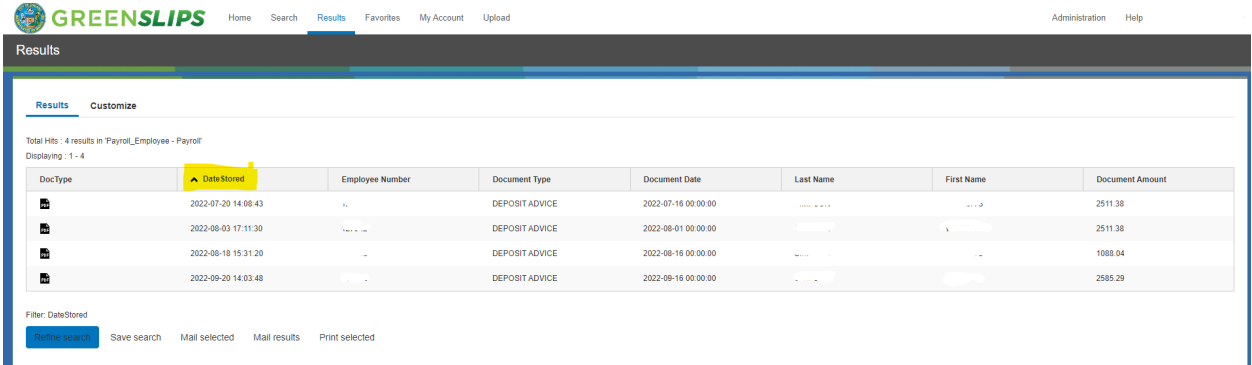
7.1 Sorting the Result

Employees have the option to sort the result table. By clicking on any of the columns, the result table will sort accordingly. For example, the screenshots below are sorting the rows in **DateStored** column descending order.

- As the Result page is shown, in default, the columns will be sorted by **DateStored** column (descending order).
 - Please note the arrow is pointing **downward**.
 - The oldest date stored paystub will appear in last.
 - The newest date stored paystub will appear at first.

This screenshot is identical to the previous one, but the 'DateStored' column header in the table is highlighted in yellow to indicate it is the active sorting column.

2. Click on the header again to sort the rows in descending order.
 - Please note that the arrow is now pointing **upward**.
 - The oldest date stored paystub will appear in first.
 - The newest date stored paystub will appear at last.



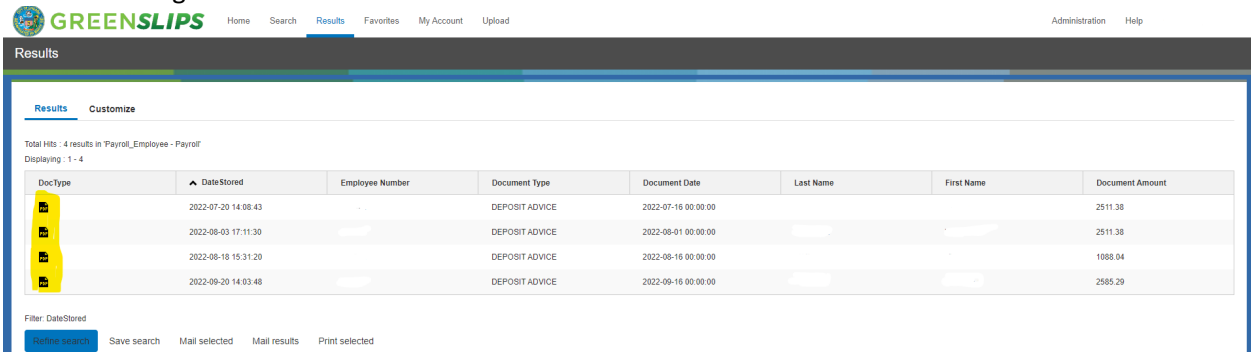
The screenshot shows the GREENSLIPS web application interface. At the top, there is a navigation bar with links for Home, Search, Results, Favorites, My Account, and Upload. On the right side, there are links for Administration and Help. Below the navigation bar, the page title is 'Results'. The main content area shows a search result for 'Payroll_Employee - Payroll' with 4 total hits. The results are displayed in a table with columns: DocType, Date Stored, Employee Number, Document Type, Document Date, Last Name, First Name, and Document Amount. The table contains four rows of data, all of which are 'DEPOSIT ADVICE' documents. The 'Date Stored' column is highlighted in yellow, and an upward-pointing arrow is visible next to the header, indicating that the results are sorted in descending order of date stored. Below the table, there is a filter section for 'Date Stored' and a 'Refine search' button. Other options include 'Save search', 'Mail selected', 'Mail results', and 'Print selected'.

DocType	Date Stored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
DEPOSIT ADVICE	2022-07-20 14:08:43	...	DEPOSIT ADVICE	2022-07-16 00:00:00	2511.38
DEPOSIT ADVICE	2022-08-03 17:11:30	...	DEPOSIT ADVICE	2022-08-01 00:00:00	2511.38
DEPOSIT ADVICE	2022-08-18 15:31:20	...	DEPOSIT ADVICE	2022-08-16 00:00:00	1088.04
DEPOSIT ADVICE	2022-09-20 14:03:48	...	DEPOSIT ADVICE	2022-09-16 00:00:00	2585.20

8 DOWNLOADING RESULTS

GreenSlips application can download and print any of the employee's documents.

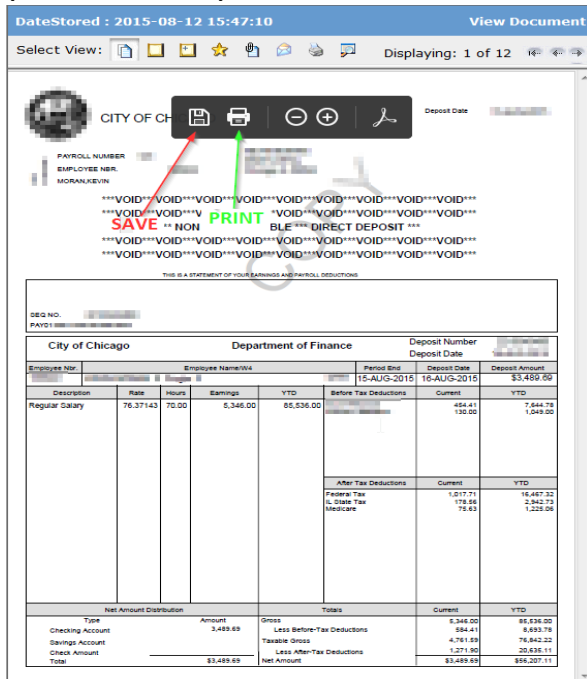
1. After viewing information on the "Results" tab, view/download the paystub by clicking on the file image as shown below.



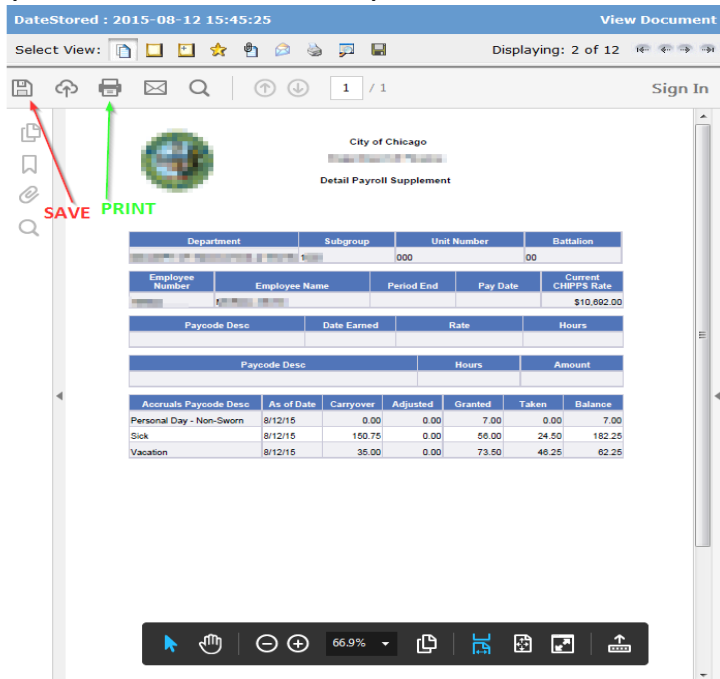
2. Selecting the file image will create new popup windows.

- Save the paystub by selecting the **save** sign as the **red** arrow points.
- Print the paystub by selecting the **print** sign as **green** arrow points.

(DEPOSIT ADVICE)



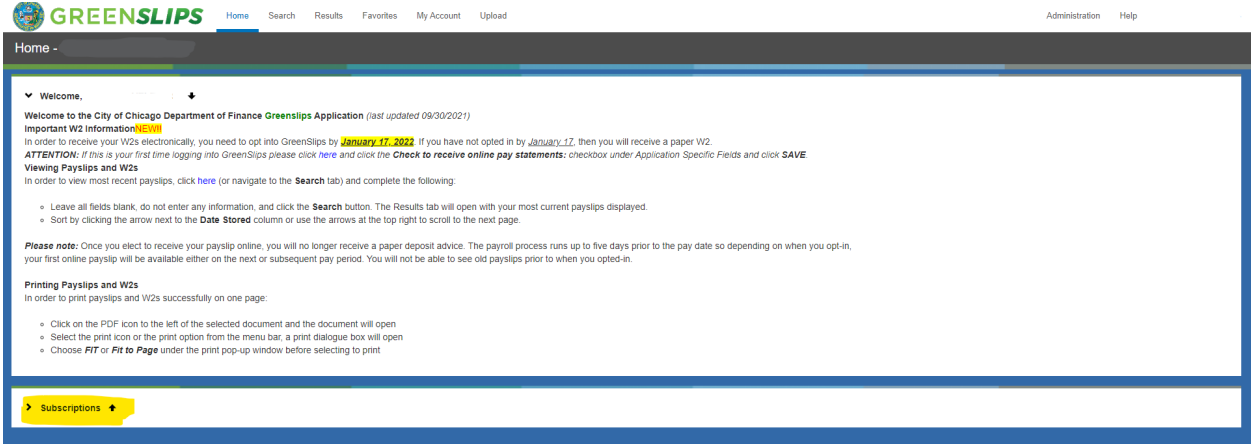
(SUPPLEMENTAL STATEMENT)



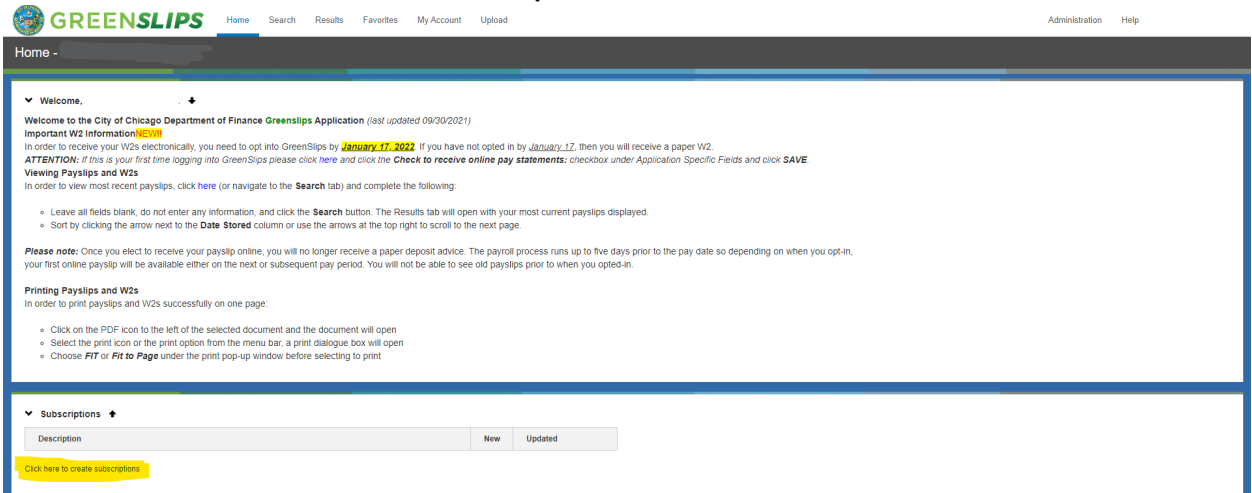
9 SET UP SUBSCRIPTION

Subscription feature allows employees to simply see their latest documents. Once set up, Employees can bypass the **Search** and obtain **Results** steps altogether.

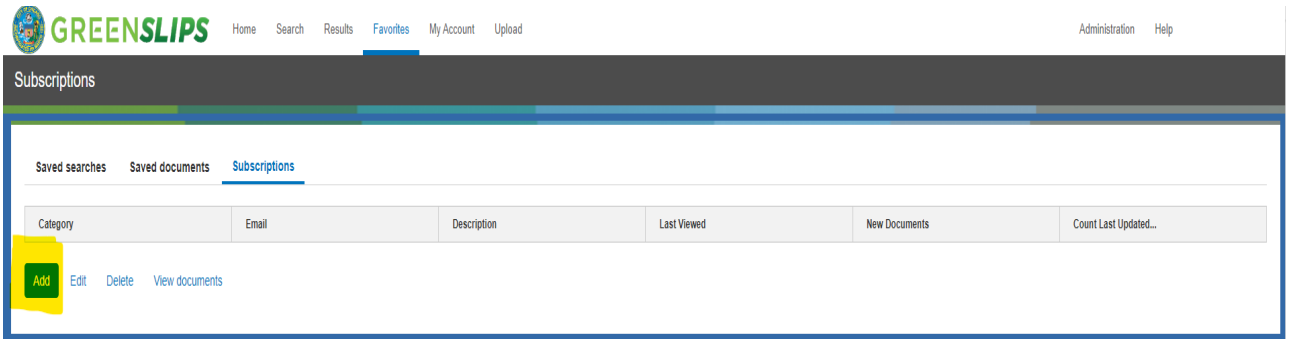
1. Start by clicking on the “**Subscriptions**” arrow from the “**Home**” tab as the image shown below.



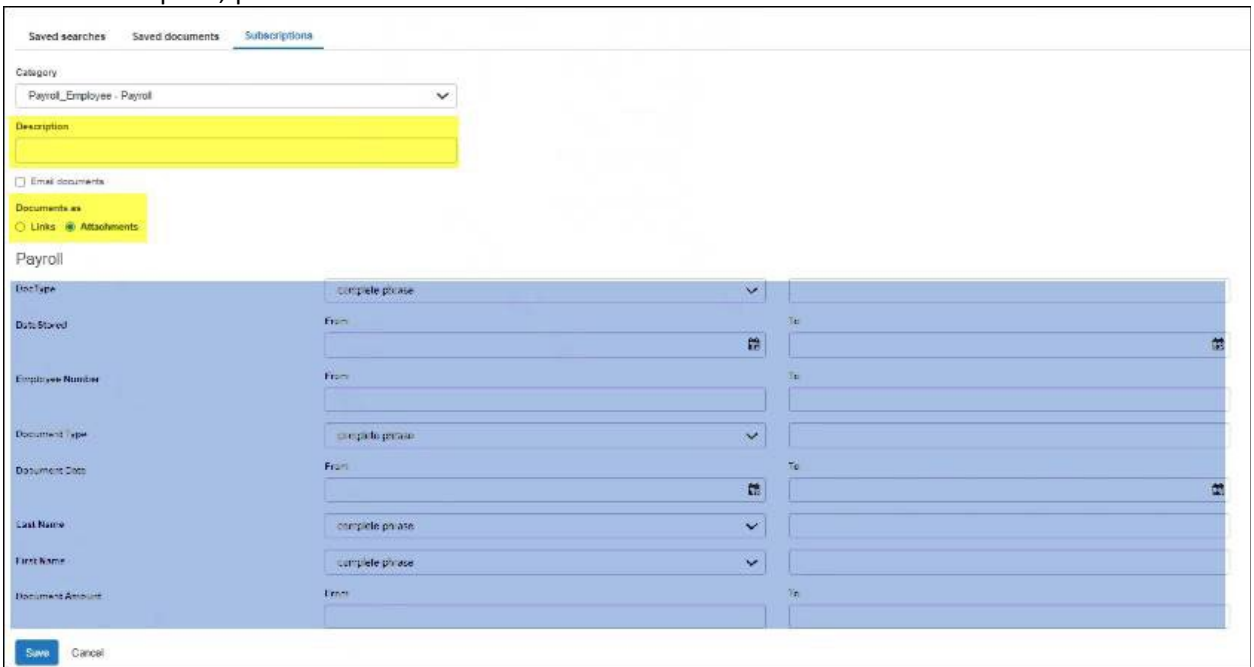
2. Click the link “**Click here to create subscriptions**”.



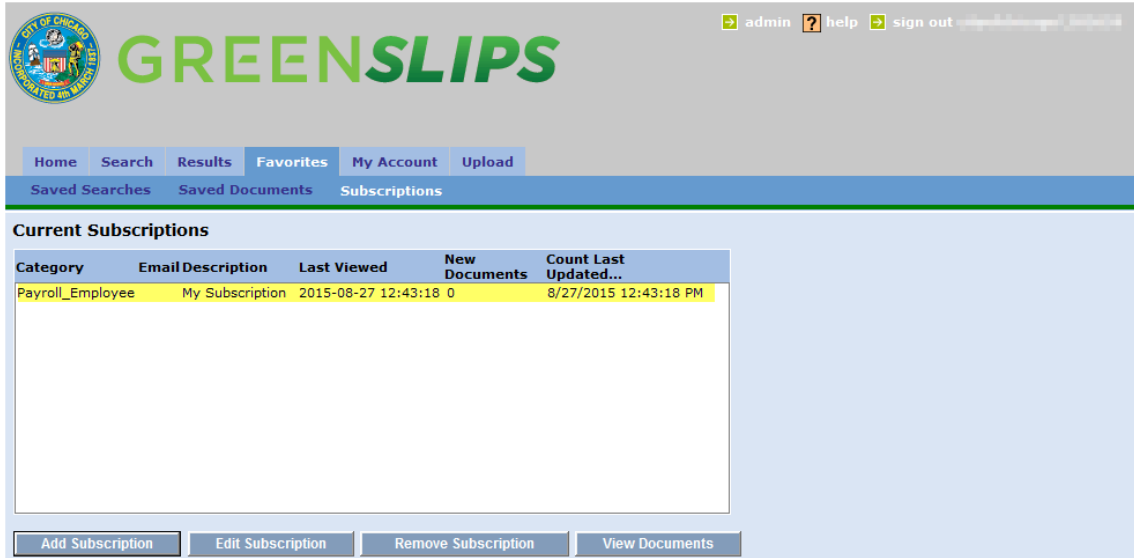
3. Select “**Add Subscription**” to start adding a subscription to the GreenSlips account.



4. Fill out the Yellow highlighted area. These are required fields. **“Description”** field will be the name of the subscription.
 - a. Please do **not** check the **“Email Documents: “box. The functionality to have pay slips sent to email is currently not available.**
5. Blue highlighted area is the filter employees can apply for paystub information. This is a non-required field. With the various filter, their subscription will only consist of filtered information.
6. Once complete, please click the **“Save”** button.



7. Once saved, employees will be re-directed to the screen below.



The screenshot shows the GREENSLIPS web application interface. At the top left is the City of Chicago logo. The main header features the 'GREENSLIPS' logo in green. On the right side of the header, there are links for 'admin', 'help', and 'sign out'. Below the header is a navigation menu with tabs for 'Home', 'Search', 'Results', 'Favorites', 'My Account', and 'Upload'. Underneath this is a sub-menu with 'Saved Searches', 'Saved Documents', and 'Subscriptions'. The main content area is titled 'Current Subscriptions' and contains a table with the following data:

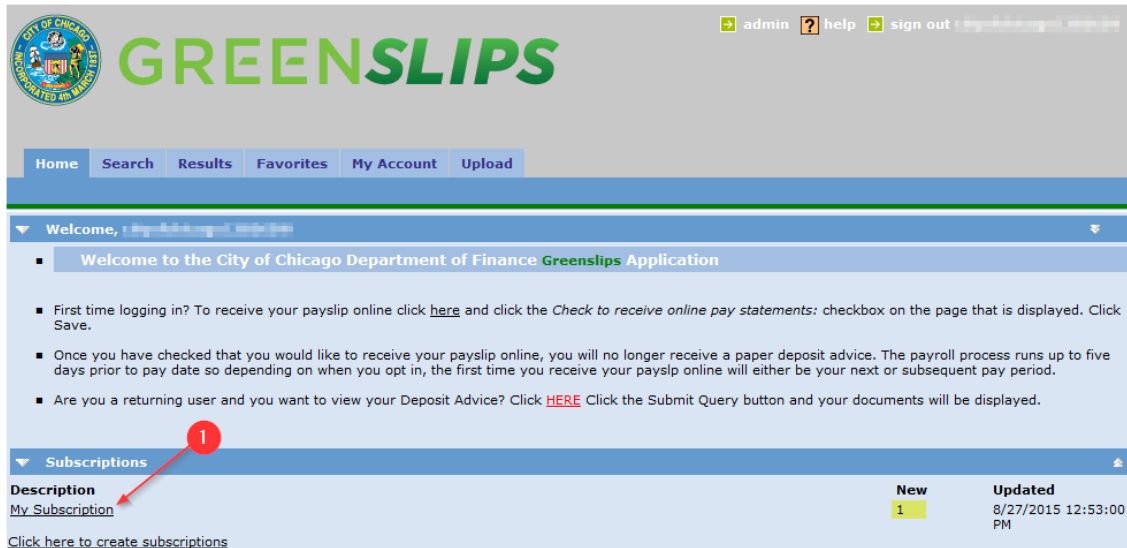
Category	Email Description	Last Viewed	New Documents	Count Last Updated...
Payroll_Employee	My Subscription	2015-08-27 12:43:18	0	8/27/2015 12:43:18 PM

Below the table are four buttons: 'Add Subscription', 'Edit Subscription', 'Remove Subscription', and 'View Documents'.

9.1 Using Subscription

Once the employee has completed setting up the subscription, all the documents that fit the filter criteria will appear on the default “Home” tab screen.

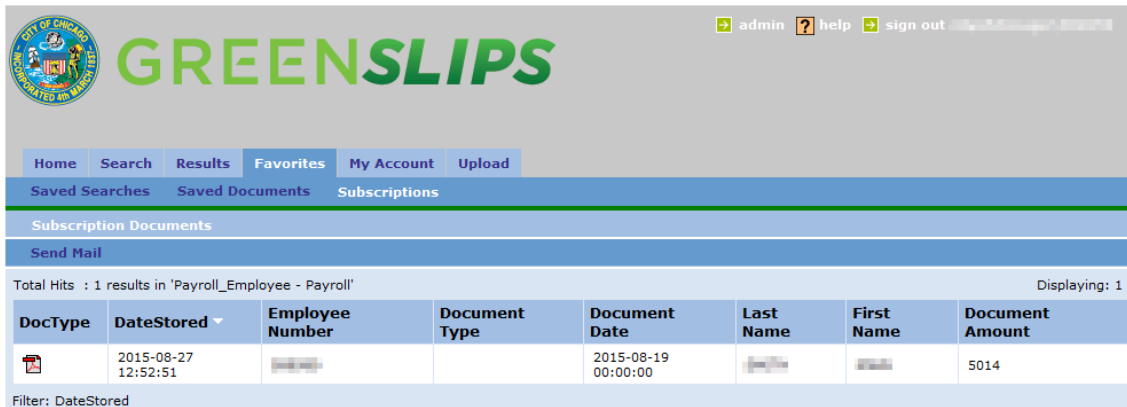
1. “My Subscription” is a clickable link and the “New” column has the count of 1. This means there is 1 new document available since the employee’s last visit on GreenSlips. By clicking on the link, Employee will be redirected to see all the new documents that fit his subscription criteria.




The screenshot shows the GreenSlips application interface. At the top, there is a navigation bar with links for Home, Search, Results, Favorites, My Account, and Upload. Below this, a welcome message is displayed. The main content area features a 'Subscriptions' section with a table. A red circle with the number '1' points to the 'My Subscription' link in the 'Description' column. The 'New' column shows a count of '1', and the 'Updated' column shows the date and time '8/27/2015 12:53:00 PM'.

Description	New	Updated
My Subscription	1	8/27/2015 12:53:00 PM

2. As shown below, the Subscription link will bring up the result of only the new documents.



The screenshot shows the GreenSlips application interface with the 'Subscriptions' section selected. Below the navigation bar, there are links for Saved Searches, Saved Documents, and Subscriptions. The 'Subscription Documents' section is active, showing a table of results. The table has columns for DocType, DateStored, Employee Number, Document Type, Document Date, Last Name, First Name, and Document Amount. A single document is listed with a date of 2015-08-19 00:00:00 and an amount of 5014.

DocType	DateStored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
	2015-08-27 12:52:51			2015-08-19 00:00:00			5014

Filter: DateStored