

# Employee Training – Kiosk & Greenshades Website

# Kiosk

- Kiosk tablet is to be used only for clocking in and out.
- Do not unplug tablet.
- To get started, payroll must have your information. This might take a couple of days if you are new employee.
- Once you are in our system, follow the instructions to register.

## Instructions:

- Go to [greenshades.com](http://greenshades.com) – Do not use Internet Explorer
- Go to “Sign In” – select “Green Employee” in the drop-down menu.
- Scroll to the bottom and click “Register.”
- Type in your personal information.
- The screen will give you options to text or call the phone number that we have in our system.
  - If the phone number that we have in our system is incorrect, do not continue. Ask your manager to fill out a PAR with your new phone number.
- Create a username and password.
- Follow the directions to sign in.

# Clock In

If you are a Saver Group employee, you can only use the timeclock on the grocery side.

If you are a Saver Group Tobacco employee, you can only use the timeclock in the Tobacco Shed/Patch.

Time-Entry Kiosk  
Sunday, July 10, 2022 9:44 AM

Last 4 of SSN:

PIN:

1 2 3  
4 5 6  
7 8 9  
Clear 0



v1.8.19.1

1. Enter the last 4 digits of your SSN
2. Enter PIN number

If the tablet does not respond right away, do not continuously peck the tablet. This will only make it slower.

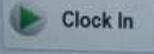
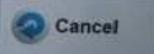
3. Click Clock In

Time Code  
Hourly

Department  
CORPORATE

Location  
CORPORATE OFFICE

Position  
CORPORATE

 Clock In  Cancel

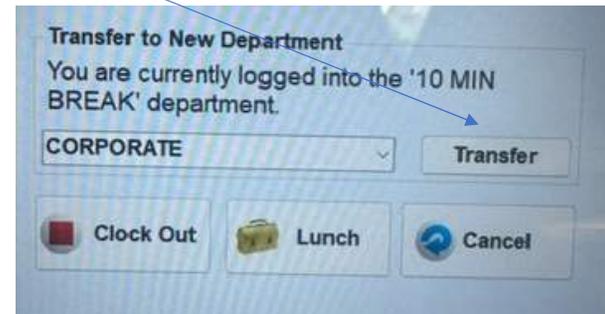
# Breaks

**Type your SS# and Pin # into the kiosk.**

To clock out for break, the kiosk should say 10 MIN BREAK. Hit Transfer.



To clock in from break, the kiosk should show your store name. Hit Transfer

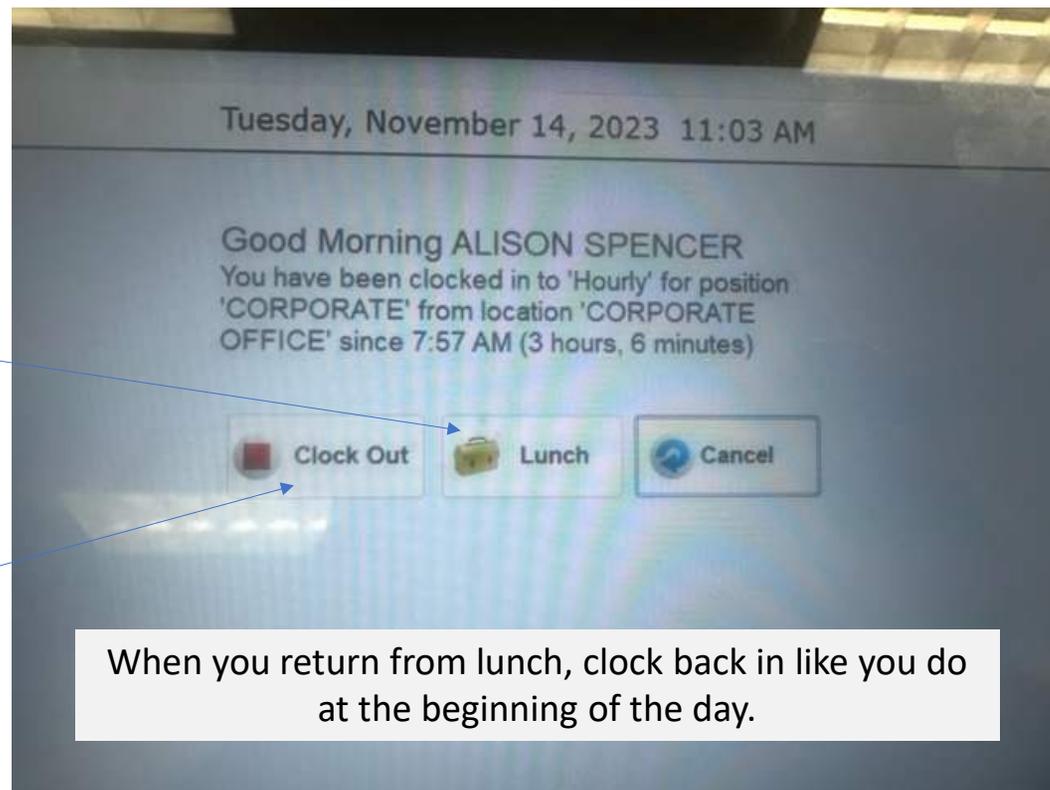


# Lunch

1. Enter last 4 of SSN
2. Enter PIN
3. This screen will notify you of how long you have been clocked in. Click Lunch.

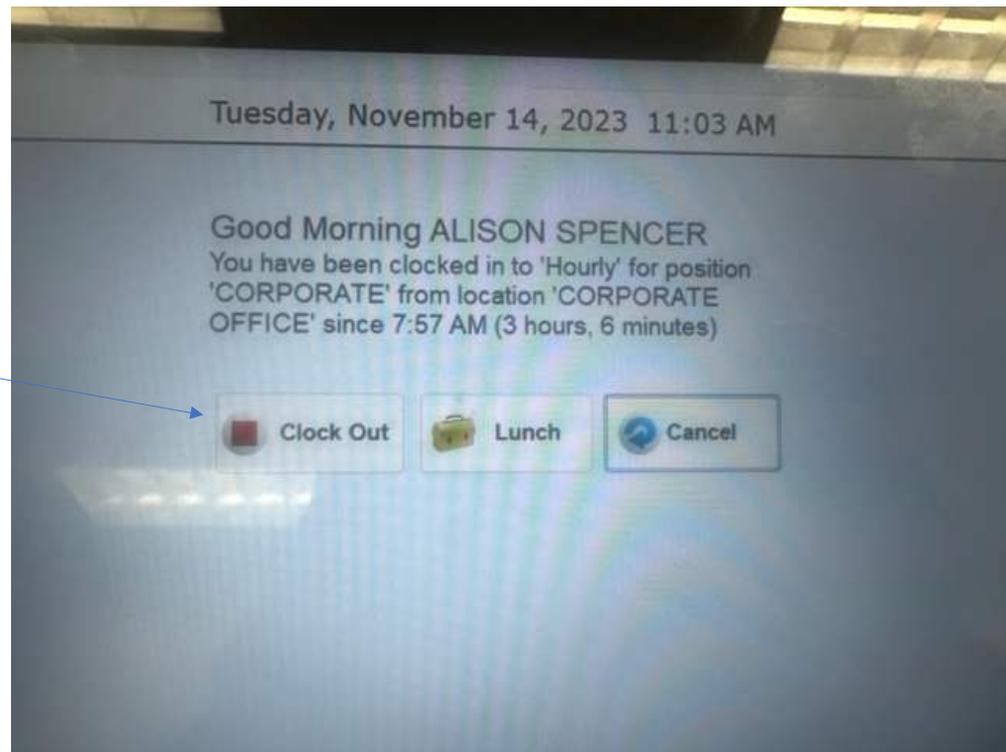
If you get an error message that says “You are not able to clock in at this time. Could not process your clock-in request,” type your information again and click “Clock Out.”

Inform your manager on duty that the time clock is offline.



# Clock Out

1. Enter last 4 of SSN
2. Enter PIN
3. This screen will notify you of how long you have been clocked in. Click Clock Out.

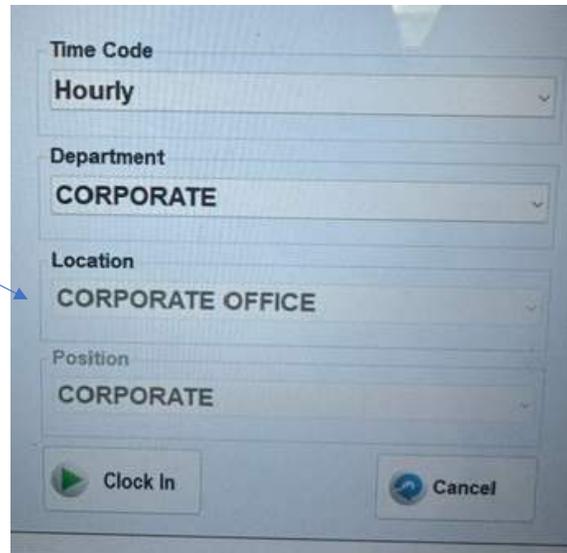


# Working at a Different Location

You can clock in and out at any store. However, you will need to select the store you are at.

If you are a tobacco employee, you can only clock in at the Tobacco Patch/Shed.

If you are a Saver Group/Tarheel employee, you can only clock in on the tablet kiosk.



The screenshot shows a tablet kiosk interface with the following fields:

- Time Code: Hourly
- Department: CORPORATE
- Location: CORPORATE OFFICE
- Position: CORPORATE

At the bottom, there are two buttons: "Clock In" and "Cancel".

Your home store will always default when you clock in. You do not have to change this if you are at your home store.

If an employee forgets to clock in or out, only a manager can adjust their time.

### Timesheet Entries

 **Warning!** This timesheet may not be submitted for review because you are currently clocked in.

Comments

Date	Source	Begin - End	Time Code	Time	Department	Work Location	Position
Wed 11/8/2023		8:00 AM - 12:06 PM	Hourly	4h 06m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Entry edited by BRANDI HUMPHREY while still clocked in from the 'Current Clock-Ins' grid. Out for Lunch							
Wed 11/8/2023		12:06 PM - 1:06 PM	Lunch	1h 00m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Lunch Button Back from Lunch							

Your payroll team does not allow entries to be manually added to timesheets.

When a manager edit's an employee's time, it will show the employee who edited the time.

## Personal Information

If you notice that your personal information (address, phone number, etc.) is incorrect, ask your manager to fill out a PAR to change that information.

## Organizational Chart

The organizational chart is set up so the Store Manager, Assistant Manager, and Front End Manager can approve/adjust your timesheet.

# Request Time off

1. Click Time Off

2. Click "New Request"

3. Select start and end date, total time, and comment. Click Save.

The screenshot displays a web application interface for requesting time off. The navigation bar at the top includes 'Home', 'HR Profile', 'Timesheet', 'Time Off', 'Pay History', 'Documents', and 'Employee Management'. The 'Time Off' menu item is highlighted. Below the navigation bar, there is a 'Time Off' section with an 'Instructions' area. The 'Current Balances' section shows a table with columns for 'Type', 'Current Balance', 'Upcoming Usage', and 'Available Balance'. The 'Time-Off Requests' section features a '+ New Request' button. A modal form titled 'Request Time Off' is open, containing fields for 'Start Date', 'End Date', 'Total Time Off' (with 'Hours' and 'Minutes' sub-fields), 'Time Off Type', and a 'Your Comments' text area. A 'Save' button is located at the bottom right of the modal. The background is dimmed to show the main interface elements.

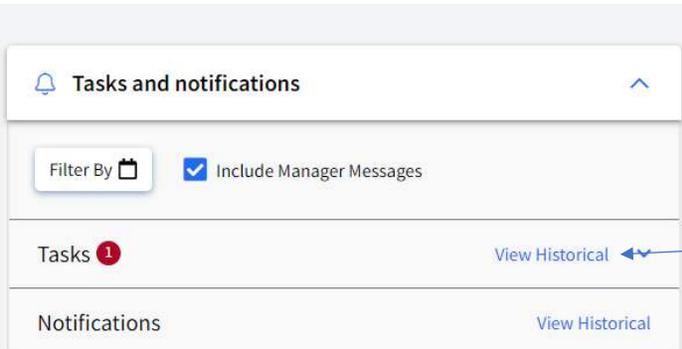
Type	Current Balance	Upcoming Usage	Available Balance
Vacation	68.00	0.00	68.00

Type	Hours
All	Filter

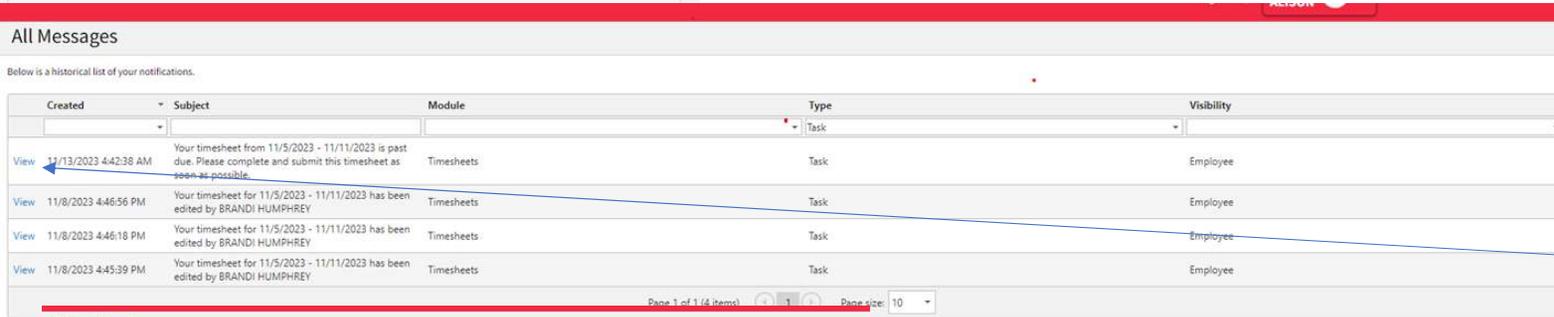
Page 1 of 0 (0 items) Page size: 10

# Approving the timesheet the last day you work.

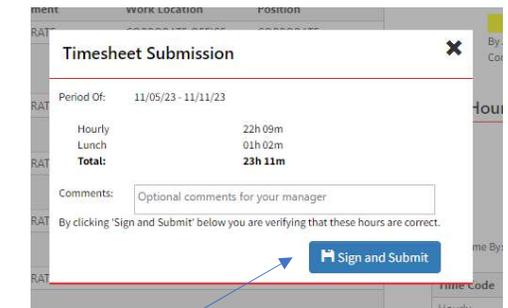
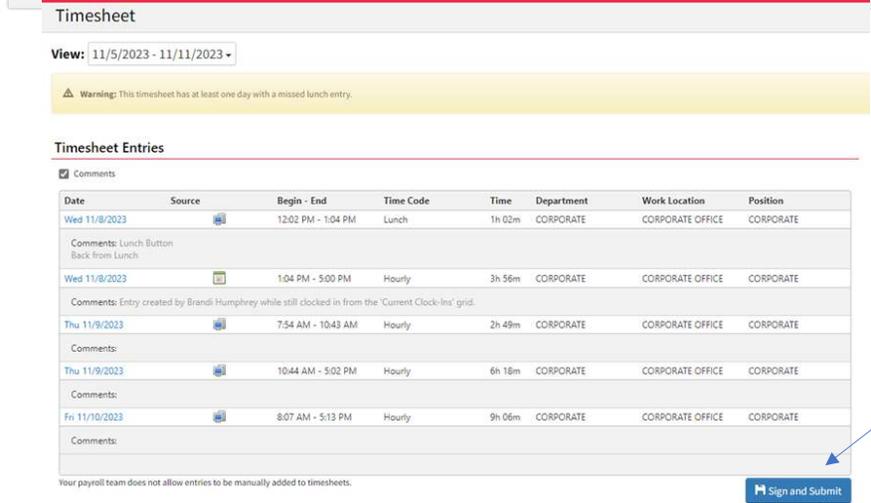
1. When you sign in, it will show that you have "tasks." Click "View Historical"



2. You will see every edit a manager has completed and a reminder to submit your timesheet. Click View



3. Employee can see all punches. If everything is correct, hit "Sign and Submit" Employee's must ask a manager to change their time if it's incorrect. Do not click if something is incorrect.



4. Pop-up box will ask employee to sign and submit again.

# Understanding the timesheet

Employee used the kiosk for these punches.

A manager changed the employee's time

Date	Source	Begin - End	Time Code	Time	Department	Work Location	Position	Custom Field
Mon 12/18/2023		6:53 AM - 11:30 AM	Hourly	4h 37m	CORPORATE	CORPORATE OFFICE	CORPORATE	
Comments: Entry edited by Brandi Humphrey while still clocked in from the 'Current Clock-Ins' grid.								
Mon 12/18/2023		11:30 AM - 11:40 AM	Hourly	0h 10m 10 MIN BREAK	CORPORATE	CORPORATE OFFICE	CORPORATE	
Comments:								
Mon 12/18/2023		11:40 AM - 12:06 PM	Hourly	0h 26m	CORPORATE	CORPORATE OFFICE	CORPORATE	
Comments: Out for Lunch								
Mon 12/18/2023		12:06 PM - 12:42 PM	Lunch	0h 36m	CORPORATE	CORPORATE OFFICE	CORPORATE	
Comments: Lunch Button Back from Lunch								
Mon 12/18/2023		12:42 PM - 4:33 PM	Hourly	3h 51m	CORPORATE	CORPORATE OFFICE	CORPORATE	
Comments: Back from Lunch								
Mon 12/18/2023		4:33 PM - 4:45 PM	Hourly	0h 12m 10 MIN BREAK	CORPORATE	CORPORATE OFFICE	CORPORATE	
Comments:								
Mon 12/18/2023		4:45 PM - 5:06 PM	Hourly	0h 21m	CORPORATE	CORPORATE OFFICE	CORPORATE	
Comments:								

Worked 4 hours and 37 minutes

Took a 10 minute break

Worked 26 more minutes

Went to lunch for 36 minutes

Worked 3 hours and 51 minutes

Took a 10 minute break that lasted 12 minutes

Worked 21 minutes