

GREENSLIPS

Frequently Asked Questions

- **What is GreenSlips?**

GreenSlips is a new 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 chipublib\1234

Where 1234 is your personal Active Directory ID (how you log into your computer)

Your password is the same password that you use to access your computer.

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

When the first pay slip will be available online depends on when you enroll. Enrolling three (3) days before you normally would receive the deposit advice will allow for it to be viewable online for the next payday.

- **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, 2015. 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.

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- **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.
- **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.