# Faculty/Staff Portal

## Greenshades My Payroll-First Time Access
**My Payroll**

1. Login to the Faculty Portal at **faculty.smumn.edu** using the same login and password that you log into your computer with.

2. Click **Accept** to the FERPA agreement. This will pop up every time you login.

3. On the left hand side, click **My Payroll.**

URL: https://techfaq.smumn.edu/index.php?action=faq&cat=7&id=476&artlang=en

4. The **GreenEmployee.com Welcome Wizard** will open up. Verify your Saint Mary's email address is correct in the first box.  If you want your payroll information to go to a different email than your Saint Mary's email, enter your email address in the second box; otherwise leave it as your Saint Mary's email.  Choose when you want to receive email notifications by placing check marks by the options you want to select and click **Next**.  Options can be changed later if needed.

5. Enter the verification code into #2.   Choose how you want to receive your W-2 and 1095-C documents and Click **Next.**

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6. Verify your Address information and Click **Next**.

7. Choose the address that best fits you by clicking **Continue As Submitted** or **Use Suggested Address**.

8. You have now completed the First Time Wizard and you are now in the application where you can see your Paystub.

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