

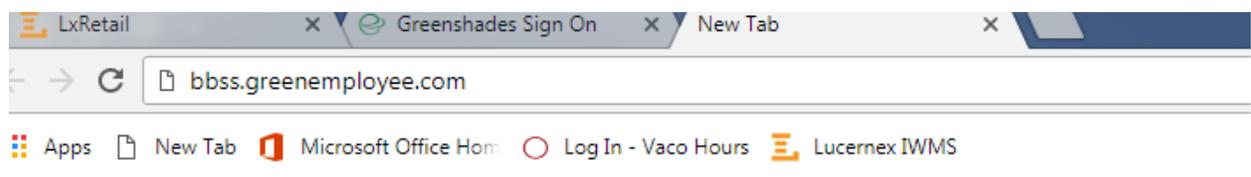
## Greenshades Steak 'n Shake Employee Self-Service

Greenshades is an online self-service portal, which allows employees easy access to pay statements and personal information. This portal gives employees the ability to make changes to their personal information such as addresses, taxes, and direct deposits. This self-service is accessible anytime via website or mobile app.

\*To start your GreenEmployee account, please follow the instructions below:

1. Navigate to the employee page for the company.

**\*\*For Steak' n Shake employees login to BBSS.greenemployee.com\*\***



Then the below page will appear once you hit 'Enter'



2. Select the "Create an Account" option on the right.
3. Enter an e-mail address that you would regularly use and then suggest a password for the account.  
**\*\* (Password needs to be at least 8 characters, at least one upper case letter and at least one number.) \*\***
4. After account setup, your account will need to be verified by email. In order to do this, the following message will be sent to your email via Greenshades:



5. Click on the link titled “Continue GreenEmployee Account Setup”. Provide the requested pieces of information; no dashes in your Social Security Number, but for birthday, the slashes are indeed necessary. Click “Continue”.



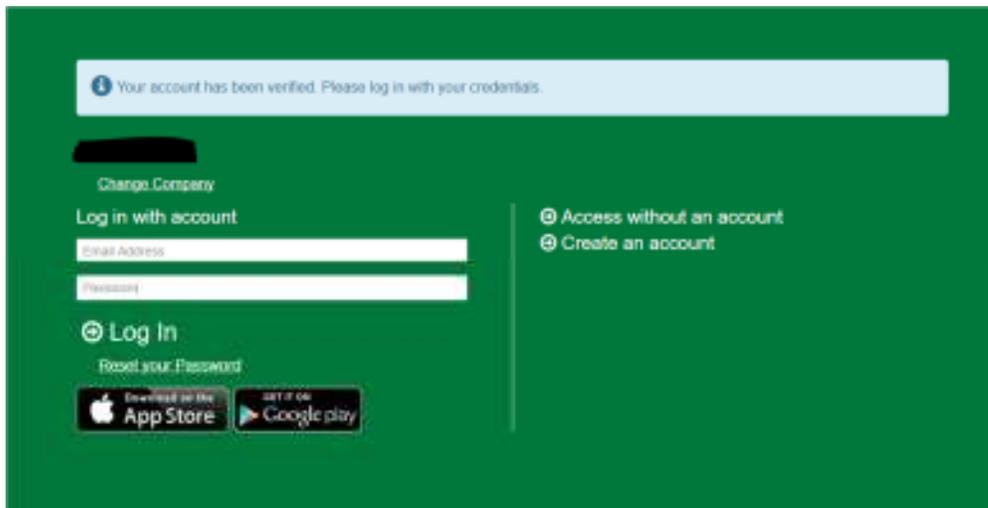
6. You will be given various options to verify your identity and to create the self-service account. Select one of the options listed, then click “Continue”. (See below):



7. You will be required to enter the access code that was sent to you via your selection above. Enter the Access Code and click "Continue to Green Employee".



8. Once the correct access code is entered, you will receive a confirmation of your account.:



- Login to your account using the email and password that you previously selected. You will be directed to the welcome wizard and to provide additional information. If you do not have a burgerbusters.com email address, leave the first box blank, and enter your personal email in the second box. See below:

**GreenEmployee.com Welcome Wizard**

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**Basic Information**

Time Zone:

Please enter your corporate email address, provided by your Administrator:

If you prefer notifications sent to a personal email, please provide that email:

**Notification Options**

I would like to receive an email notification:

when a request made from this website is approved or denied, or a document needs action.

By electing to receive emails, you agree to allow the transmission of these emails from external mail servers and confirm that this service complies with your organization's security policy.

To make a change to any of these settings, go the Notifications tab under Account Settings. Please note that there are advanced options found there as well.

[Next](#)

- Once the updates have been made, you will have access to your dashboard. Payroll check details, paystubs and W2 forms will all be under the Pay History tab .

**Employee Home**   **HR Profile**   **Time Off**   **Pay History** ▾   **Documents** ▾

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**Home**

**Two Factor Authentication.** Click here to set up Two Factor Authentication for your account.

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**Tasks and Notifications**

Message Type:    Sort By:

Module:

**Tasks** 0 Tasks [View Historical](#)

**Notifications** 2 Notifications [View Historical](#)

Profile Change	Your Employee Profile address information has been updated by
	10/19/2017 at 3:07PM <a href="#">View</a> <a href="#">Remove</a>
Timesheets	Your timesheet for 9/6/2017 - 9/19/2017 was signed and submitted for review by Jennifer Korbely
	9/7/2017 at 4:45PM <a href="#">View</a> <a href="#">Remove</a>

**Employee Directory**

[View Complete Directory](#)