



NEOGOV

Onboard

HUMAN RESOURCES TRANSFORMATION

The function of the human resources department is included in but not limited to the below key areas. Business continuity and an increase in health and safety precautions implemented through technology is mission critical to us serving our employees, who in turn serve our citizens.



A group of business professionals in a meeting, with a man in a blue suit in the foreground looking at a laptop. The background shows other people in business attire, some looking at laptops and others talking. The overall scene is a professional meeting in a bright, modern office setting.

**Statement of Need
&
Anticipated Project Benefits**

Challenge: Traditional Paper/Manual Processes

Offices that are still processing paper are at a higher risk of spreading viruses. Using the most recent COVID-19 research available, let's look at the life of a paper form as it's routed around the workplace and the potential for infecting others.



- Paper processes and manual routing have long been viewed as a method of cost savings vs a systematic approach
- All at the expense of increased efficiency, safety and continuity.

NEOGOV

Intelligent HR

Our
VISION



Talent in the public sector is maximized
resulting in better service for citizens

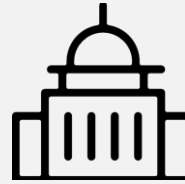
Who We Are:

BUILT FOR THE PUBLIC SECTOR



ESTABLISHED IN 2000

With a vision to provide government with the most comprehensive and easiest to use HR software



FOCUSED ON GOVERNMENT

Our technology meets compliance standards and unique process requirements



30 – 150k FTE

Serving over 6,000 Agencies Nationwide at all levels of government

Who We Are:
MARKET LEADER



20 YEARS

Of Public Sector
Experience



37 MILLION

Job Seekers



125+ MILLION

Applications



2.5+ MILLION

Hires



60,000+

Employees Onboarded



250,000+

Evaluations Completed



2+ MILLION

Courses Delivered



\$300+ BILLION

Payroll Processed



RECRUIT MODULE

ATTRACT | SCREEN | HIRE

The Recruit Module accelerates time to hire by centralizing the process of attracting applicants, screening them, and landing a qualified hire that's productive on day one, while ensuring compliance.



Critical Need: ONBOARDING

STIMULATE PRODUCTIVITY
– by empowering new hires to –
BE PRODUCTIVE BEFORE DAY ONE

- Complete and submit all forms online allowing for multiple contributors and ensuring safe circulation and completion of forms
- Integrated E-Verify for contactless I9 verification
- Paperless + contactless onboarding, inboarding and offboarding capabilities – end to end automation
- Fully integrated with NEOGOV's Learning Management System for fully virtual new hire experience
- Starting a new job remotely can be isolating but assigning a mentor through Onboard helps new hires feel more connected and get up to speed quicker



**LOWER EMPLOYEE
TURNOVER**

Effective onboarding
lowers the employee
turnover rate by **29%**

Critical Need: ONBOARDING

- Onboard provides employees with a pre-start date checklist driving visibility and new hire engagement
- Allow new hires to complete administrative tasks from anywhere, such as reading the employee handbook or privacy policy and for HR, track completion.
- Configurable Employee Portals allow you to communicate relevant information and share the agency's mission and values with all employees
- NEOGOV's Global Form Bank allows you to leverage forms from public sector agencies across the country





Onboard Welcome Portal

Onboard's welcome portal gives new hires an introduction to your culture and assigns and provides access to forms and tasks they need complete during their first days so they can hit the ground running.

The screenshot shows a web browser displaying the Onboard Welcome Portal. The user is Mary Anderson, HR Analyst. The page includes a navigation menu with options like Employees, Pre-Hires, Reports, Completed Forms, Portals, Checklists, Positions, and Administrative. The main content area has a header with the City of Sunnydale logo and a welcome message. Below this is a checklist of tasks, each with a status indicator (e.g., 1 week past due) and a 'VIEW ALL (23)' link. There are also sections for Goals, Job Duties, and the City of Sunnydale Mission Statement.

Onboard Welcome Portal
Connect with new employees & complete check-list items

Mentors and Helpful Links
Connect with Mentors and get up to speed quicker

New Hire Forms
Electronically create and complete new hire forms
(Integrated with E-Verify)

NEOGOV Community Forms
Leverage NEOGOV's community by accessing shared forms

Offboarding Portal
Track processes related to employee's exit from agency

Manager Dashboard
Managers & contributors can easily stay on top of their tasks

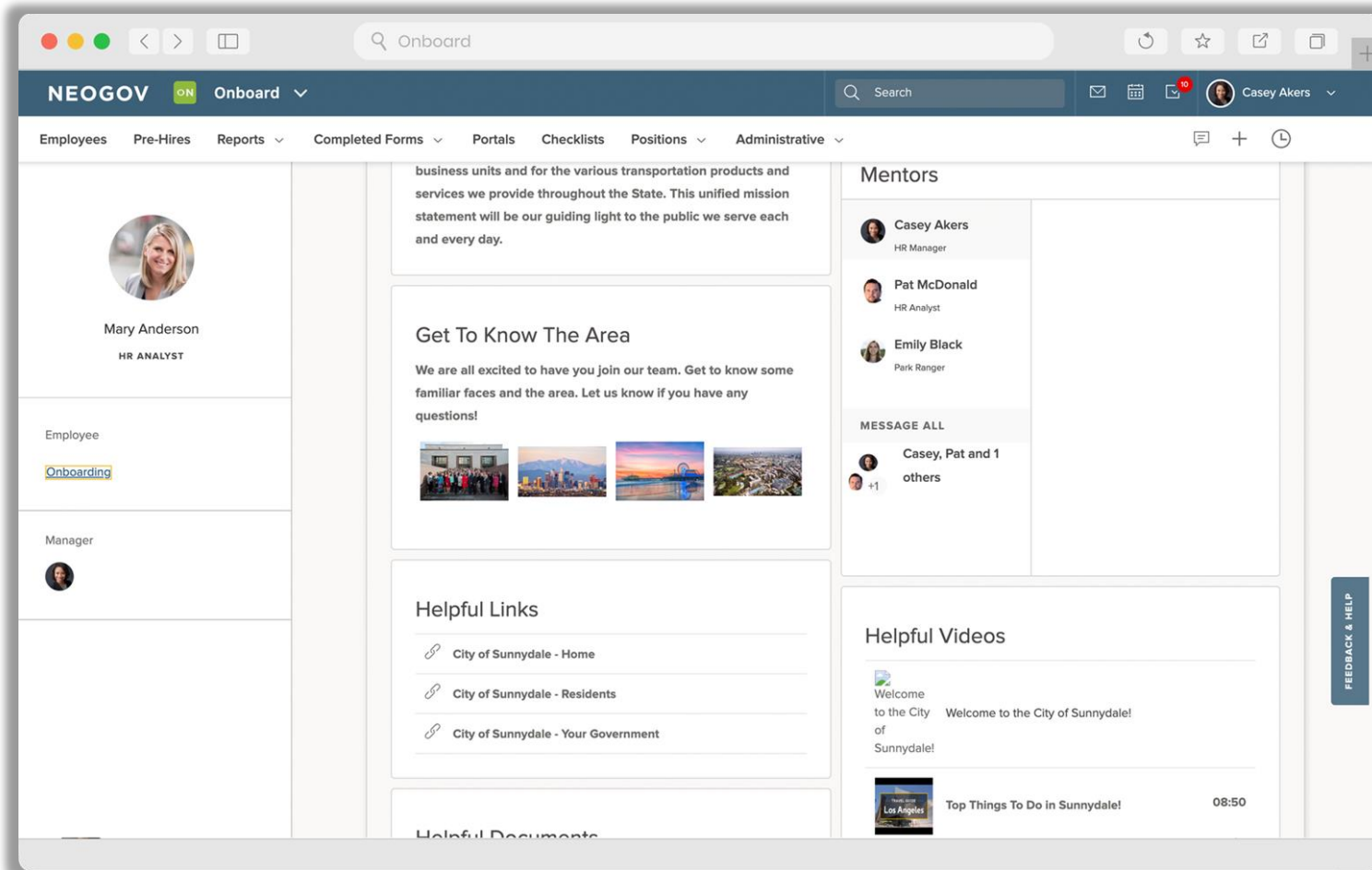
Forms Export
Print or export any forms for archiving or reporting









Impersonate Users
Easily troubleshoot issues without IT's involvement



Mentors and Helpful Links

Connect with your new employees easily via mentor chat to answer any questions and get them help immediately. Provide instant access to any helpful documents or links new employees may need.



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Helpful Links
 Helpful links get employees up to speed quicker
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New Hire Forms

NEOGOV provides and maintains the Federal I9 and W4 forms and integrates with E-Verify. NEOGOV's form builder allows you to create new or convert existing paper forms into an electronic format for your new hires to complete.

The screenshot shows the NEOGOV Onboard web application interface. The browser address bar shows 'Onboard'. The navigation menu includes 'Employees', 'Pre-Hires', 'Reports', 'Completed Forms', 'Portals', 'Checklists', 'Positions', and 'Administrative'. The main content area displays the 'Form W-4 (2019)' page for 'Mary Anderson'. A red error message 'Fields are required.' is shown at the top of the form content. The page is divided into several sections:

- Future developments:** Information about future changes to Form W-4.
- Purpose:** Explanation of why Form W-4 is needed.
- Exemption from withholding:** Details on how to claim an exemption.
- General Instructions:** Step-by-step guidance on completing the form.
- Specific Instructions:** Detailed instructions for various filers, including those with multiple jobs, nonresident aliens, and those with dependent children.
- Personal Allowances Worksheet:** A worksheet to calculate the number of allowances to claim.

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NEOGOV Community Forms

NEOGOV's Global Form Bank provides your agency with access to forms created and shared by other Onboard customers so that you don't have to start from scratch.

The screenshot displays the 'Global Form Bank' interface. At the top, there's a search bar and a 'Cancel' button. Below the header, a disclaimer states: 'These forms were not created by NEOGOV staff. Please be sure to review the form and make any edits prior to using it in your account. All permissions from the original form will be copied as well as any logo or agency name used on the form. Please review the form in its entirety and make necessary changes before assigning to a checklist.' Below this is a table with columns: Number of Times Copied, Name, Type, Agency Name, and Actions. The table lists 14 forms, including 'Emergency Contact Form', 'Employee Handbook Acknowledgement F...', 'DE4 EDD STATE WITHHOLDINGS FORM', 'Payroll Direct Deposit', 'Exit Interview', 'CalPERS Reciprocal Self-Certification Form ...', '90 Day Survey', 'Direct Deposit Authorization Form', and 'CalPERS Health Benefits Enrollment Form (...)'. A pagination bar at the bottom shows '1 - 10 of 182 items' and 'Items per page 10'.

Number of Times Copied	Name	Type	Agency Name	Actions
40	Emergency Contact Form	Dynamic	Kevin Oconnor's Production Account	📄 🔗
28	Employee Handbook Acknowledgement F...	Dynamic	City of Hamilton, Ohio	📄 🔗
25	Emergency Contact Form	Dynamic	City of Kelso	📄 🔗
23	DE4 EDD STATE WITHHOLDINGS FORM	Background	Town of Windsor	📄 🔗
22	Payroll Direct Deposit	Background	City of Beverly Hills	📄 🔗
22	Exit Interview	Dynamic	City of Carlsbad	📄 🔗
21	CalPERS Reciprocal Self-Certification Form ...	Background	City of Murrieta	📄 🔗
21	90 Day Survey	Dynamic	City of Sunny Skies	📄 🔗
18	Direct Deposit Authorization Form	Dynamic	City of Hamilton, Ohio	📄 🔗
14	CalPERS Health Benefits Enrollment Form (...)	Background	City of Murrieta	📄 🔗

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Offboarding Portal

Complete exit interviews, exit surveys, knowledge transfers and more. As well as, ensuring all agency property is collected and accounted for.

The screenshot displays the NEOGOV Onboard interface for an offboarding portal. The user is Will Haines, HR ANALYST. The main content area features a banner with a sunset beach scene and the City of Sunnydale logo, with the text "We're sad to see you go, Will". Below the banner is a "Good Luck In The Future!" message and a "Checklist" section. The checklist includes the following items:

Task	Status
Assist employee with Knowledge Transfer to successor	Completed
Return your ID Badge to IT Services	Canceled
Complete the Exit Interview Form	Canceled
Review the Exit Interview Form	Canceled
Ensure all city property is returned	Canceled
Return your Parking Card to Building Services	Canceled

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Manager Dashboard

Managers and HR administrators can view the onboarding progress of their new employees to ensure that everything is on track and the new hire has a great 1st impression, helping drive retention.

The screenshot displays the NEOGOV Onboard Manager Dashboard. The interface includes a navigation menu with options like Employees, Pre-Hires, Reports, Completed Forms, Portals, Checklists, Positions, and Administrative. The main content area is divided into two sections:

My Tasks

Subject	Due Date	Related To	Actions
Complete the Employer Portion of the Parking Form	02/02/2019	Diane Bailey	[Icon]
Complete I-9 for employee	02/04/2019	Diane Bailey	
Complete I-9 for employee	02/15/2019	Carl Baker	
Complete the Employer Portion of the Parking Form	02/28/2019	Blake Berry	[Icon]
Complete I-9 for employee	03/02/2019	Blake Berry	
Welcome Call to new hire	03/13/2019	Christine Malloy	[Icon]
Order appropriate supplies	03/13/2019	Christine Malloy	[Icon]
Order appropriate supplies	01/24/2020	Leslie Noble	[Icon]

Onboard Progress Report

Employee #	Full Name	Position	Department Code	Department Name	Checklist Completion
29	Mary Anderson	HR Analyst	HR1	Human Resources	17%
16	Diane Bailey	HR Analyst	HR1	Human Resources	44%
31	Carl Baker	Park Ranger	PR1	Parks and Recreation	54%
17	Blake Berry	HR Analyst	HR1	Human Resources	29%

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Forms Export

Electronically store and bulk export new hire forms to PDF and excel formats. Apply filters and select configurable fields to pull the desired captured data.

The screenshot displays the NEOGOV Onboard interface. The main content area is titled "Direct Deposit Form" and includes a "Version" dropdown set to "Direct Deposit Form". Below this are filter sections for "Department", "Status", "Associated Employee Status", and "Start Date", each with radio button options for "All", "Specific", "Active", "Archived", and "Inactive". A "Generate Report" button is located at the bottom right of the form section. Below the filters is a "Bulk Actions" menu with options for "Export to CSV", "Export to PDF", "Export to FXTM", "Export to Excel", "Bulk Print", "Lock forms", and "Unlock forms". At the bottom, a table lists employee information with columns for "Employee Full Name", "Bank's Routing Number", "Checking or Savings", "Savings Account Number", "Checking Account Number", and "Name of City".

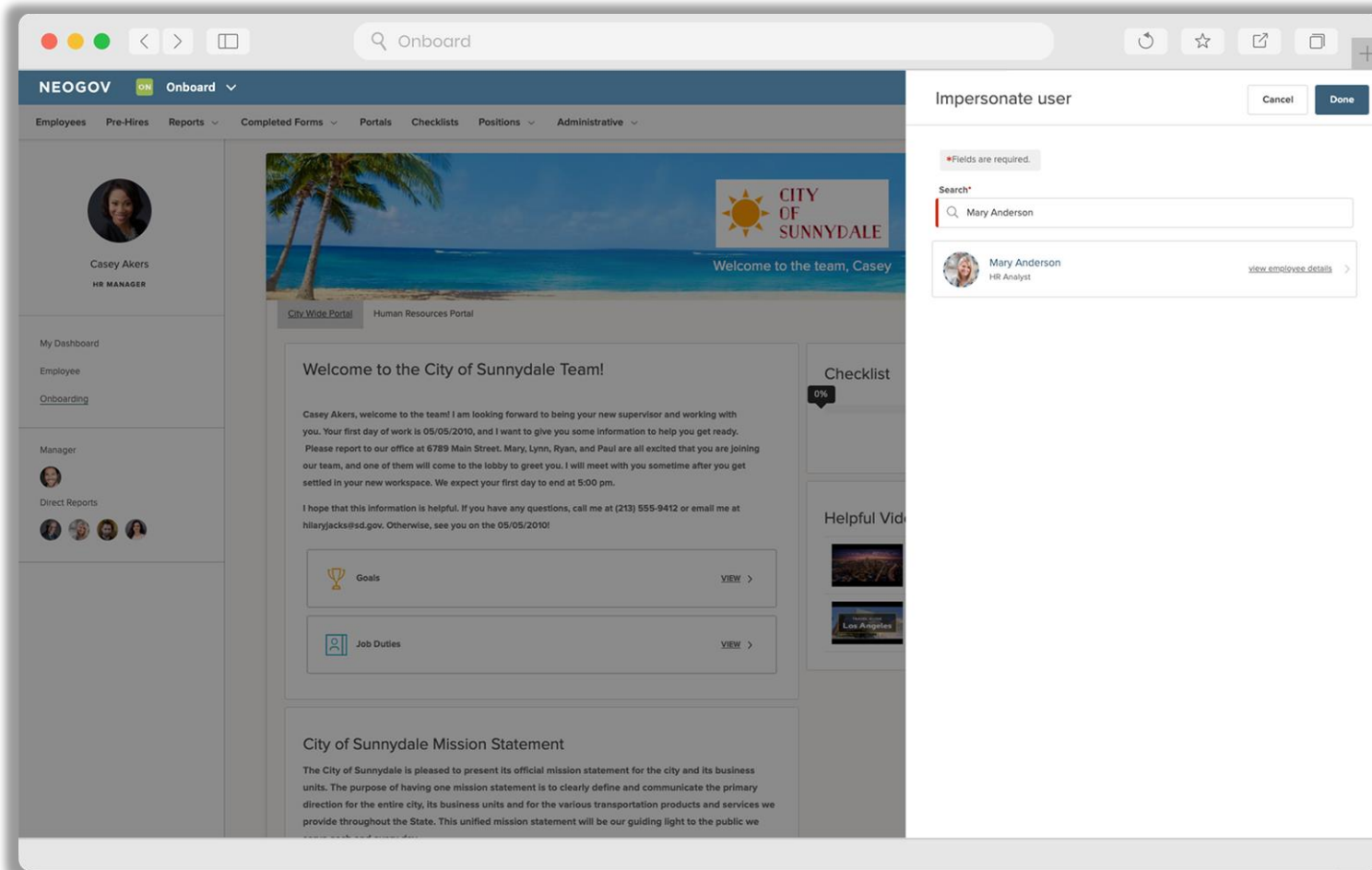
Employee Full Name	Bank's Routing Number	Checking or Savings	Savings Account Number	Checking Account Number	Name of City
Blake Berry	45111222555	Savings	4511112558		City of Sunnyside
Carl Baker	8414212558	Savings	541112548		City of Sunnyside
Diane Bailey	455122255	Checking		8715115558	City of Sunnyside
Emily Black	5454122225	Checking		5214411122	City of Sunnyside
Eric Jackson	411222884445	Checking		54122115588	City of Sunnyside
Eva Ball	5454111222	Savings		9293934011	City of Sunnyside
Mike Paterson	54121145546	Checking		6585444751	City of Sunnyside









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Impersonate Users

Impersonate users to help troubleshoot issues without needing IT's help. Save time by doing it right from your desk.



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Why choose NEOGOV?

THE NEOGOV ADVANTAGE



**EXCLUSIVELY FOR PUBLIC
SECTOR**



**A ROBUST
USER COMMUNITY**



**LIVE CUSTOMER SUPPORT
AND TRAINING**

“We like the networking and information sharing among clients through the NEOGOV Community. It supports the public sector culture in serving others.”

- Julie Broome, HR Director - Union County, North Carolina

NEOGOV

