

Onboarding

The current process is to email documents to finalists or provide them upon an in-person onboarding session. Documents employee could complete/sign/share through NeoGov's Onboarding include:

- Direct Deposit Form
- W4's
- Cash in Lieu; Health Insurance card if so.
- Insurance Enrollment Forms
- Deferred Comp
- I-9 Form
- Offer Letter and DOLI
- Authority to release information
- Acknowledgement of Drug Free Policy and Personnel Policy (2 sheets)
- Personnel Policy and Union Contracts
- BCA / DVS authorization form
- Reference Release form
- New Hire Email information – Payroll Calendar, Timesheet Instructions, Training information (AWAIR & Respectful Workplace).

NEOGOVS does not replace the human interaction of onboarding, as we still need to meet with employee to welcome them, verify I-9 documents and answer questions. But it does help to reduce the amount of information a new employee gets on their first day, making it a much better first experience.

CORE HR – A benefit is to have all HR employee data in one place. Also, simplified employment reporting processes.

One time entry vs manually entering in spreadsheets that employees need to be added to, updated, or removed, depending if they are new hire, employment change, or termination: CORE HR could replace the following manual tasks:

- Laserfiche – HR currently creates active personnel file OR move active file to inactive
- Terminations – Add to Purge File list (If Temp/Seasonal is returning, we need to remove them from the Purge spreadsheet).
- Master Employee Data Spreadsheet
- Master Benefit Spreadsheet- Add or delete benefits
- 1095 Reporting – Add new hire or enter change/term date
- Years of Service list (YOS) – add or move to Termed
- Compensation spreadsheets
- FTE document spreadsheets
- Employee Training logs

Decreases the need for the use of many Action forms, as much of it may be done as tasks through Core HR. Allows for Employees Self-Service for address and contact info.

E-Forms Would simplify and automate the following forms and automatically place them in the Personnel File without the need for manual signing and scanning:

- New Hire/Rehire /Termination
- Life Event Form
- Benefits Action Form
- Many of the onboard documents
- Automatically files employee forms into a personnel file

Performance Evaluations

The current process involves:

- The use of Excel Spreadsheets to manually track employee's performance evaluations
- Emailing out the performance evaluation forms to the department heads
 - Followed by the form being filled in, saved, signed by employee, signed by the manager, sent to HR, sent to the city administrator for signature and then scanned into Laserfiche
- Emailing out the self-evaluation forms to employees followed by the same process as above
- HR staff refers back to the spreadsheet to either update the spreadsheet for the next year or to send reminders to complete the evaluations
- The process is ineffective
- Employees do not have access to their reviews unless they've made a copy or ask for a copy from HR

The Perform module would significantly improve tracking, routing, goal setting and status reviews and records.