

NEOGOV Non-Benefited Employee Contract Approval Process

Sign into NEOGOV using the HCC single sign on access:

Once you have set up your NEOGOV account, login to your account using the HCC single sign on process at <https://login.neogov.com/authentication/saml/login/holyokeedu>.

Enter your HCC Gmail user name and password.

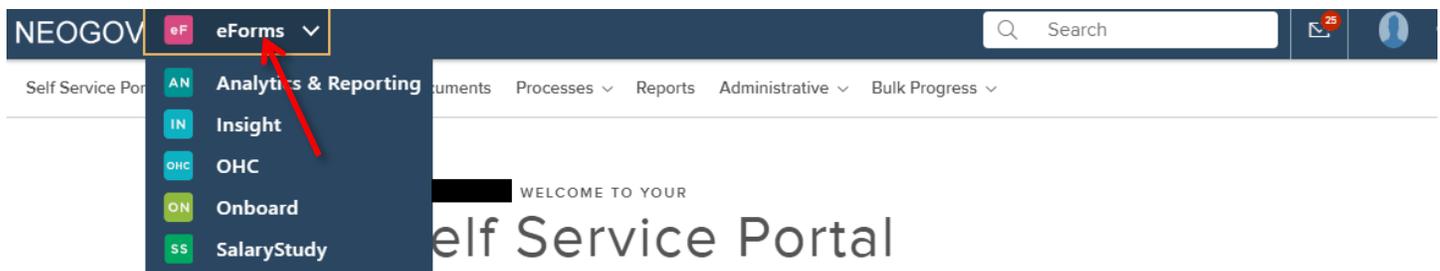
Please note: Employees must be in the NEOGOV system to create a contract. New employees must submit an online application. The CORI/SORI background check will be completed through NEOGOV, before a contract can be created.

Steps to Approve a Non-Benefited Contract

1. Approvers receive emails from NEOGOV when a contract is available to review and/or update. Click the View Task link in the email.



2. Navigate to NEOGOV eForms.



3. Navigate to your dashboard page by clicking Dashboard in the menu.

Scroll to the bottom of the page to view Tasks. Two tasks per contract will be viewable with a status of Current.

- Click on Update of Non-Benefited Contract. Review for accuracy, make changes or upload attachments as necessary, scroll to the bottom and click SAVE.
- Click on Review of Non-Benefited Contract. Select Approve or Denied from the drop down box, and click SAVE.
- Tasks will change to Completed in your Dashboard and contract will be routed to next approver. If contract is Denied, it will be routed back to previous approver.

NEOGOV eForms

Self Service Portal Dashboard **Employees** Documents Reports Administrative Bulk Progress

PROCESSES View All

All Processes: 6 | Overdue: 5 | In Progress: 6 | Completed: 0

TASK OVERVIEW

2 Tasks

- Current
- Completed
- Skipped
- Pending
- Canceled

0 Overdue

Tasks View All Tasks

Process Name	Task Name	Related To	Due Date	Status
Approval Routing for Trust Non-Benefitted Contract	Divisional Vice-President Review of Non-Benefitted F...	Test, Sam	08/10/2020	Current
Approval Routing for Trust Non-Benefitted Contract	Divisional Vice President form update if necessary	Test, Sam	08/11/2020	Current

Process Name	Task Name	Related To	Due Date	Status
Approval Routing for Grant Non-Benefitted Contract	Divisional VP Update of Non-Benefitted Contract	Test, Sam	08/15/2020	Current
Approval Routing for Grant Non-Benefitted Contract	Divisional Vice-President Review of Non-Benefitted C...	Test, Sam	08/15/2020	Current

4. To view the status of the contract, go to **Reports, Overall Process Status Report**. Click **Generate Report** and search for a specific employee. After report processes, click on the Approval Routing to view the routing status of the contract.

To view the current approver of a contract, go to **Reports, Process Task Status Report** and click **Generate Report**. Search for a specific employee or filter for contracts with a status of Current. The Assignee field will show who the current approver is.

NEOGOV eForms

Self Service Portal Dashboard Employees Documents **Processes** Reports Administrative Bulk Progress

Overall Process Status Report

Department: Active, All, Specific

Start Date: All, Specific Date Range

*Fields are required.

Generate Report

Bulk Actions

Employee #	Employee Name	Department Code	Department	Process Name	Process Completion
0001546	Test, Sam	6000	Student Affairs	Approval Routing for Trust Non-Benefitted...	25%

Showing 1 - 1 of 1 items

5. To view completed contracts, navigate to Reports, Completed Contracts folder. Use the search fields to locate a specific contract and then select an Action icon at the end of the row to view or download a pdf copy of the contract.

