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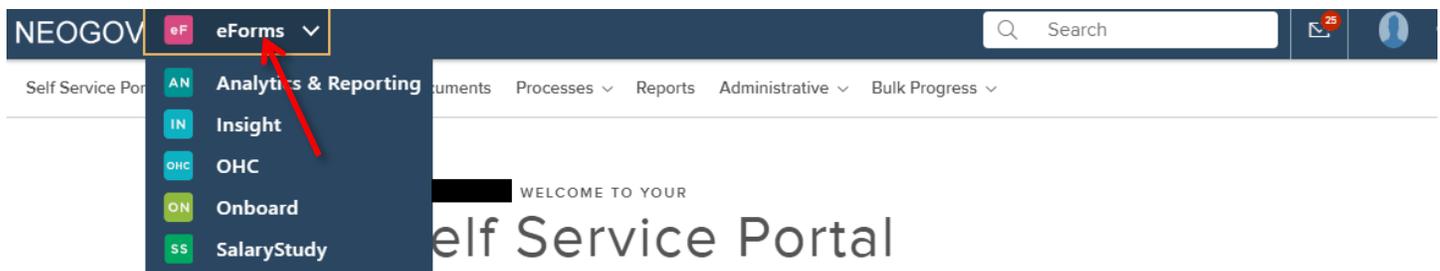
3. Navigate to your dashboard page by clicking Dashboard in the menu.

   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.

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.

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