

NEOGOV Non-Benefited Employee Contract 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>.

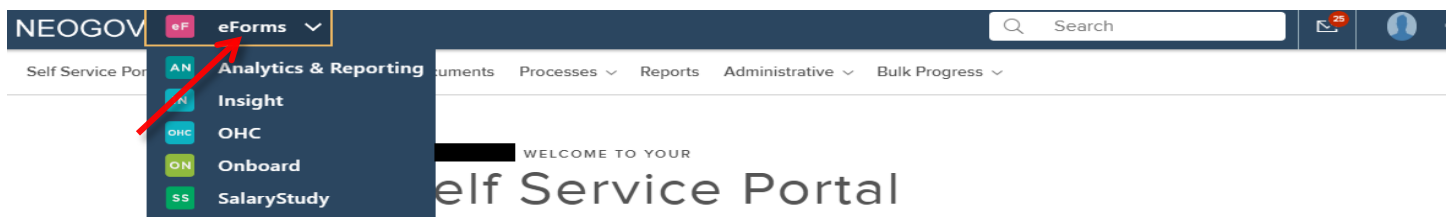
Enter your HCC Gmail user name and password.

Steps to Approve a Non-Benefited Contract

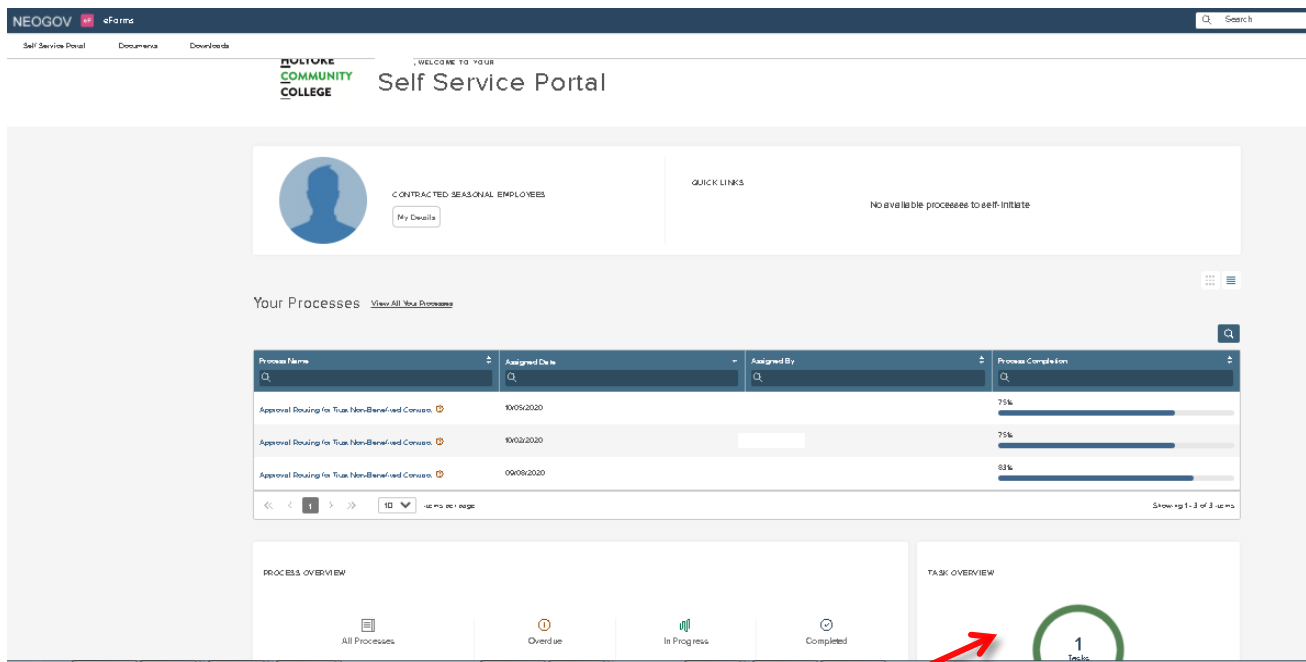
1. Approvers receive a task email from **donotreply@neogov** when a contract is available to review and approve. Open the email and click the **View Task** link.



2. Navigate to NEOGOV eForms, Self Service Portal.



3. Self Service Portal will list the contracts in process. Scroll




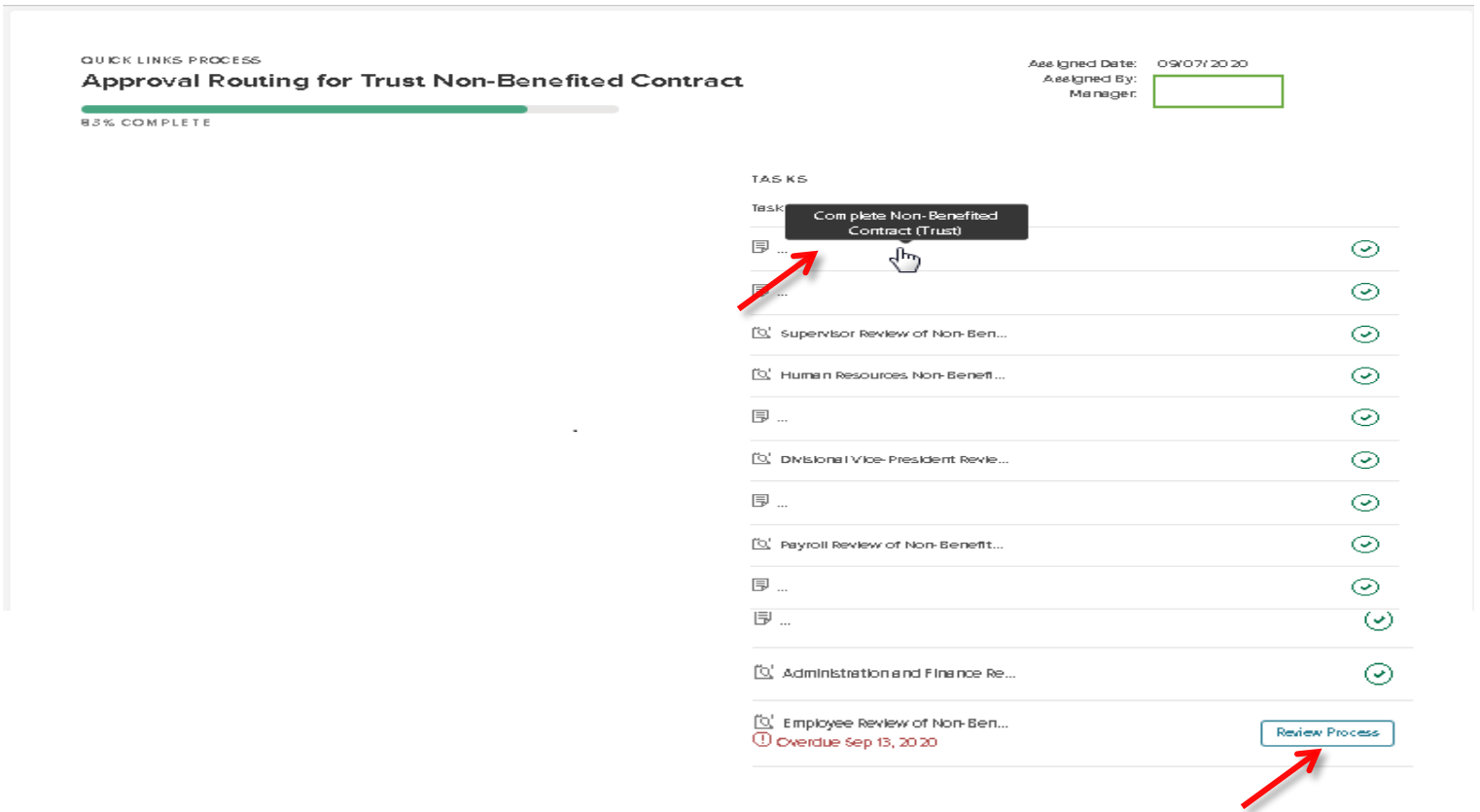
4. The **Task Overview** on the right lists one task ready for action. Click **View All** to access the task.

The screenshot displays two main sections: 'PROCESS OVERVIEW' and 'TASK OVERVIEW'. 'PROCESS OVERVIEW' includes four cards: 'All Processes' (3), 'Overdue' (3), 'In Progress' (3), and 'Completed' (0). Below this is an 'OVERDUE' section with three entries for 'Approval Routing for Trust Non-Benefited Contract', each marked as 'Overdue' and showing completion percentages of 83%, 75%, and 75%. A 'View All' link is present. 'TASK OVERVIEW' features a large green circle with '1 Tasks' and a legend for 'Current', 'Completed', 'Skipped', 'Pending', and 'Canceled'. Below the legend is a smaller box with '1 Overdue'. At the bottom, a 'TASKS' section lists 'Employee Review of Non-Benefited Contract' with a 'View All' link highlighted by a red box and arrow.

5. **Your Tasks** will open. Click on **Employee Review of Non Benefited Contract**. Once you have reviewed the contract, click on the **Employee Review of Non-Benefited Contract Review** button. Select **Approve** from the drop down box, and click **SAVE**.

The screenshot shows the 'Your Tasks' page in the NEOGOV eForms system. At the top, there's a navigation bar with 'NEOGOV eForms' and a search bar. Below it are links for 'Self Service Portal', 'Documents', and 'Downloads'. The main heading is 'Your Tasks'. A summary bar shows: 1 Total, 1 Current, 0 Completed, 0 Skipped, 0 Pending, and 0 Canceled. Below this is a table with columns: 'Process Name', 'Task Name', 'Status', 'Due Date', and 'Updated On'. The first row shows 'Approval Routing for Trust Non-Benefited Contr...' as the process name and 'Employee Review of Non-Benefited Contract' as the task name, with a status of 'Current', a due date of '09/13/2020', and an update date of '10/19/2020'. The 'Task Name' cell is highlighted with a red box and arrow. At the bottom, there are navigation arrows, a page number '1', and a dropdown for '10 Items per page'.

6. To view your contract, hover your mouse over any line with the paper icon  ... until the hand icon appears, left click to open and view the contract. Click **Cancel** to close the screen and click on **Review Process**.



QUICK LINKS PROCESS

Approval Routing for Trust Non-Benefited Contract

83% COMPLETE

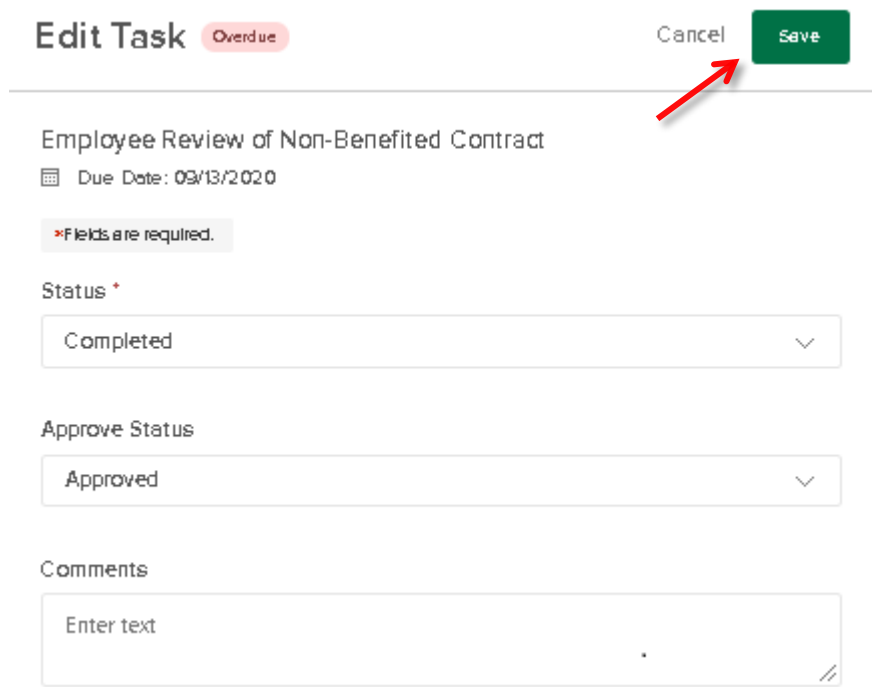
Assigned Date: 09/07/2020
Assigned By:
Manager:

TASKS

Task	Status
Complete Non-Benefited Contract (Trust)	
...	
...	
Supervisor Review of Non-Ben...	
Human Resources Non-Benefit...	
...	
Divisional Vice-President Revi...	
...	
Payroll Review of Non-Benefit...	
...	
...	
Administration and Finance Re...	
Employee Review of Non-Ben...	
⚠ Overdue Sep 13, 2020	

[Review Process](#)

7. Task status defaults to Approved. Click on **SAVE** to approve your contract.



Edit Task Overdue

Cancel Save

Employee Review of Non-Benefited Contract

Due Date: 09/13/2020

*Fields are required.

Status *

Completed

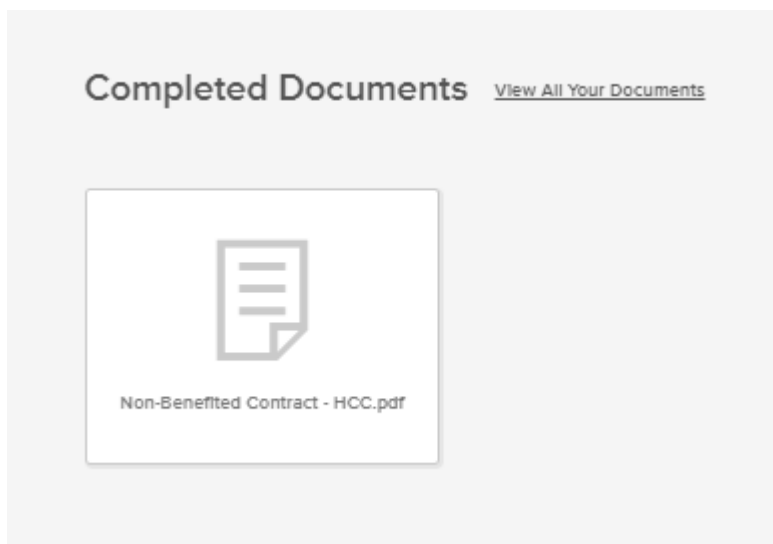
Approve Status

Approved

Comments

Enter text

8. Tasks will change to Completed and a notification of the completed contract will be emailed to the supervisor and employee. Copies of completed contracts are located in the Completed Documents folder at the bottom of your Self Service Portal page.



Steps to View a Non-Benefited Contract in Process

Login to your NEOGOV account using the HCC single sign on process using your HCC Gmail user name and password:

<https://login.neogov.com/authentication/saml/login/holyokeedu>.

1. Navigate to eForms, and click on **Documents** page for overview of contracts.
2. Click on **In Progress** (the number (1), indicates the number of incomplete contracts in process), click on the **eye icon** on the far right to open and view the contract. You may also download and print the contract.
3. Please note the Completed Contracts folder. Completed contracts can also be viewed in this folder.

