

# NEOGOV Non-Benefited Employee Contract Process

## Sign into NEOGOV using the HCC single sign on access:

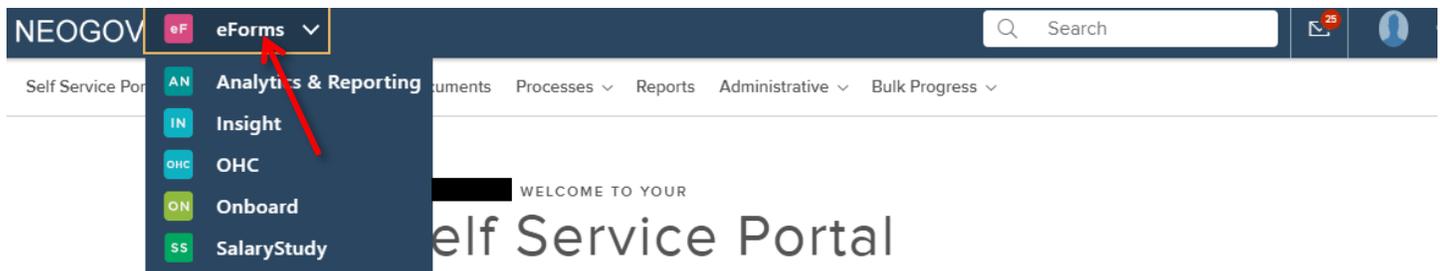
Once you have set up your NEOGOV account, login to your account using the HCC single sign on process at <https://login.neogov.com/authentication/saml/login/holyokeedu>.

Enter your HCC Gmail user name and password.

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.

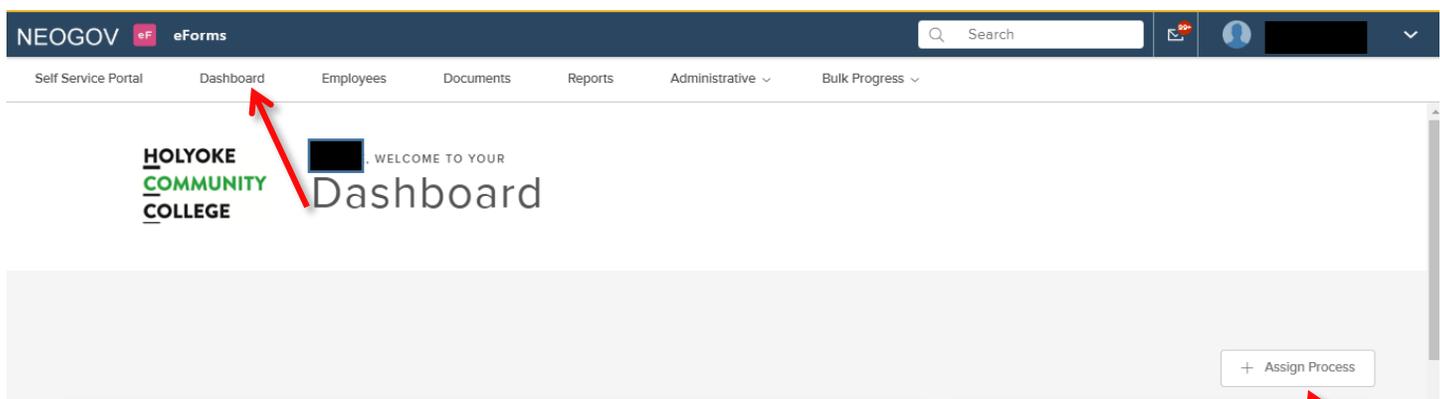
## Steps to Create a Non-Benefited Contract

1. Navigate to NEOGOV eForms.



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

3. Click **+Assign Process** on the right hand sign of the Dashboard page. An employee must be active in NEOGOV in order to assign the contract process.



4. Check the box next of the applicable contract type to select either a **Trust or Grant funded contract**. Selecting the appropriate contract type guides the approval process. Click **Next** in the upper right corner.

## Select Processes

Cancel **Next**

1 record(s) are selected. Select All 2 records Clear Selection

<input type="checkbox"/>	Process Name	Status	Date Created	Created By
<input checked="" type="checkbox"/>	Approval Routing for Trust Non-Benefited C...	Active	07/29/2020	NEOGOV Admin
<input type="checkbox"/>	Approval Routing for Grant Non-Benefited C...	Active	07/30/2020	Christine Gosselin-Miller

Showing 1 - 2 of 2 items

5. A list of employees in your division will populate. In the search field, type the first or last name of your employee.

## Select Assignments

Cancel Previous **Assign**

First Name	Last Name	Direct Manager	Position
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6. Check the box next to the employee name to select the employee who will have a contract assigned, and click **Assign**.

## Select Assignments

Cancel Previous **Assign**

First Name	Last Name	Direct Manager	Position
Christine	[REDACTED]	[REDACTED]	Staff Assistant, Human Resources

Showing 1 - 1 of 1 items

- Navigate back to your Dashboard. Scroll down the page to view **Tasks**.
- Click on **Complete Non Benefited Contract** to open the contract. The employee's personal information will populate. Complete the remaining contract information and click on Save at the bottom of the contract. The contract will then be automatically routed to the Supervisor, Human Resources, Division Vice President, Payroll, Comptroller and Employee.

Please note: Once started, contracts must be fully completed. Incomplete contracts cannot be saved.

The screenshot shows the NEOGOV eForms Dashboard. The navigation menu includes Self Service Portal, Dashboard, Employees, Documents, Processes, Reports, Administrative, and Bulk Progress. The main content area features a 'Dashboard' header with the COMMUNITY COLLEGE logo. Below the header are four cards representing task counts: All Processes (9), Overdue (6), In Progress (8), and Completed (1). To the right is a 'TASK OVERVIEW' section with a donut chart showing 24 tasks, with a legend for Current, Completed, Skipped, Pending, and Canceled. Below this is a 'Tasks' section with a table. A red arrow points to the 'Complete Non-Benefited Contract (Grant Positions)' entry in the table.

Process Name	Task Name	Related To	Due Date	Status	
Approval routing for College Trust/Grant Positions	Complete Non-Benefited Contract (Grant Positions)	[Redacted]	Test, Sam	07/24/2020	Current

- 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.

The screenshot shows the NEOGOV eForms Overall Process Status Report. The navigation menu includes Self Service Portal, Dashboard, Employees, Documents, Processes, Reports, Administrative, and Bulk Progress. The main content area features a 'Overall Process Status Report' header. Below the header are two filter sections: 'Department' with radio buttons for Active, All, and Specific; and 'Start Date' with radio buttons for All and Specific Date Range. Below the filters is a 'Generate Report' button. Below the button is a table with columns for Employee #, Employee Name, Department Code, Department, Process Name, and Process Completion. A red arrow points to the 'Reports' menu item in the navigation bar, and another red arrow points to the 'Approval Routing for Trust Non-Benefited...' entry in the table.

Employee #	Employee Name	Department Code	Department	Process Name	Process Completion
0001546	[Redacted] Test, Sam	8000	Student Affairs	Approval Routing for Trust Non-Benefited...	25%

9. 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.

