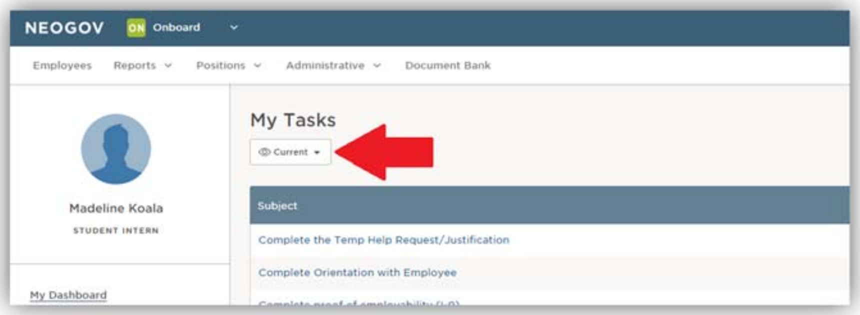
NEOGOV: Onboarding for Payroll Coordinators

Logging on

1. Access NeoGov online at performance.neogov.com
2. Login with username and password emailed to you from NeoGov
3. Click on **Sign in** to begin
4. Be sure the ON button is selected in the dropdown menu in the upper left-hand corner (OHC is for Recruitments only)

Navigating Your Dashboard

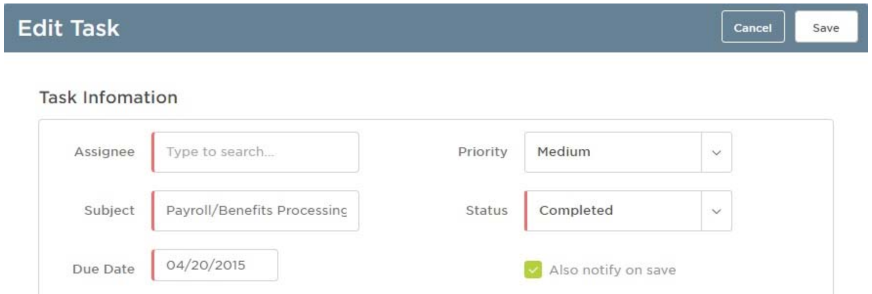


1. Hover over your name in the upper right-hand corner and click **My Profile**
2. **Click My Dashboard** on the left-hand menu
3. Under My Tasks, you can view all your tasks
4. Click the drop down button that says Current to navigate between your task types
5. The Current view will display tasks that are currently available for completion
6. Click any of your current tasks in order to complete them
7. Pending will display tasks that awaiting someone else's action before they are assigned to you

Changing the Person Assigned to Task

Note: You cannot perform this function with a task associated with a form.

1. Click **Reports** in the menu bar on the upper left side of the screen; select Task Status (or Checklist status)
2. Click **Generate Report**
3. Put the employee's name in the **Related To** search box
4. To locate a specific task, enter a search word in the **Subject** search box
5. Click on the link to the task name (Subject column)
6. In the **Assignee** box, delete the old name and start entering part of the new name; click to select



7. In **Status**, make sure it's set to Current or Pending if the task is not yet complete
8. Uncheck the box "Also notify on save"
9. Click 

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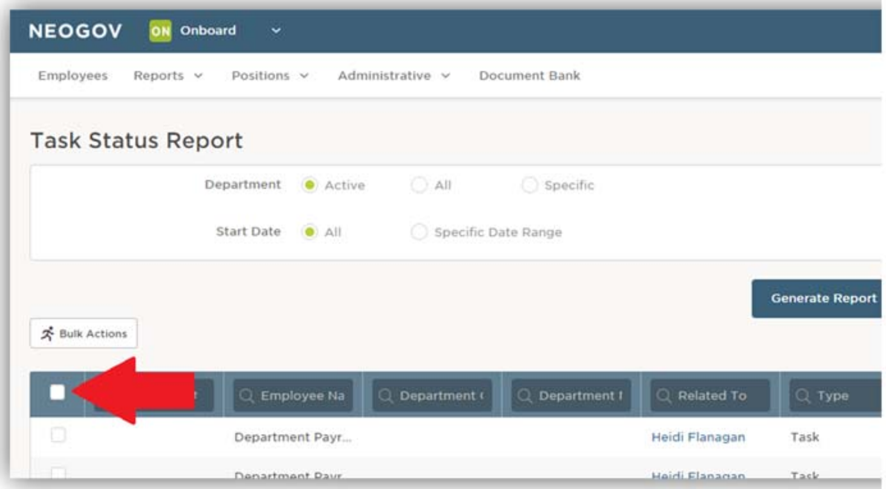
Run a Task Report

1. Hover over Reports at the top menu and click Task Status
2. Click the Generate Report button
3. Enter the name of the employee in the **Related to** search field or the name of the manager in Employee Name
4. Select the rows you'd like to have on the report
5. To select all the rows on a screen, click the box as pictured



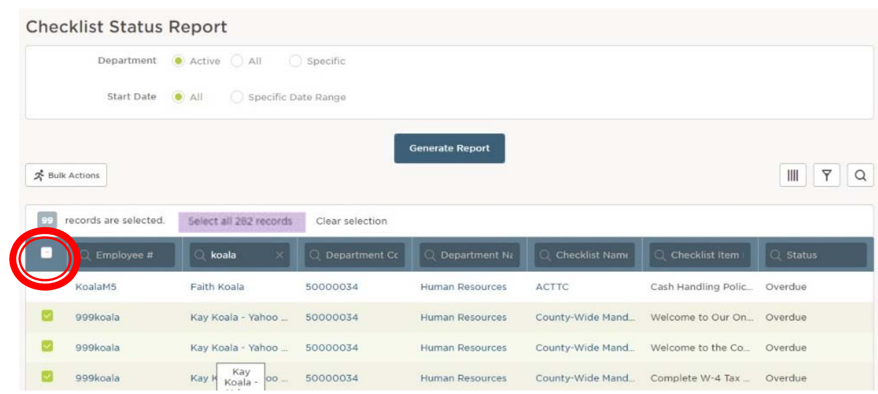
6. If you would like to include all the tasks, click the link that says "Select all xx records"
7. Click 

8. Select your desired format and click Done

Onboarding Progress Report

1. Hover over Reports at the top menu and click Checklist Status
2. Click the Generate Report button
3. Type the employee number or last name in the appropriate search box
4. To find overdue items only, type "overdue" in the search field labeled "Status"
5. Select the rows to include in your report
   a. Select all on page by clicking the box as pictured
6. If you would like to select all the records, click the **Select all** link as highlighted in lavender below
7. Click 

8. Select your desired format and click Done



Questions?

1. Contact the HR Analyst Aide assigned to your department or e-mail **hr_neogov@co.slo.ca.us**