



Webinar:

**WORKFORCE
TRANSFORMATION:**
Tracking & Managing
the New Normal

NEOED

OUR EXPERTS, YOUR PRESENTERS



BETH FLEEK

Sales Training Manager



EMILY SIEFRING

Account Manager

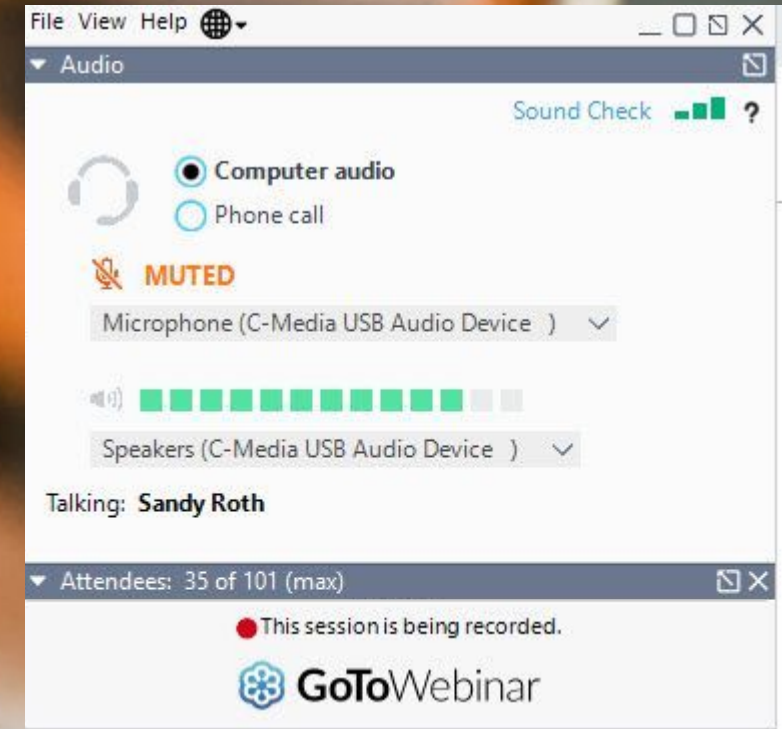


KIMBERLY WALL

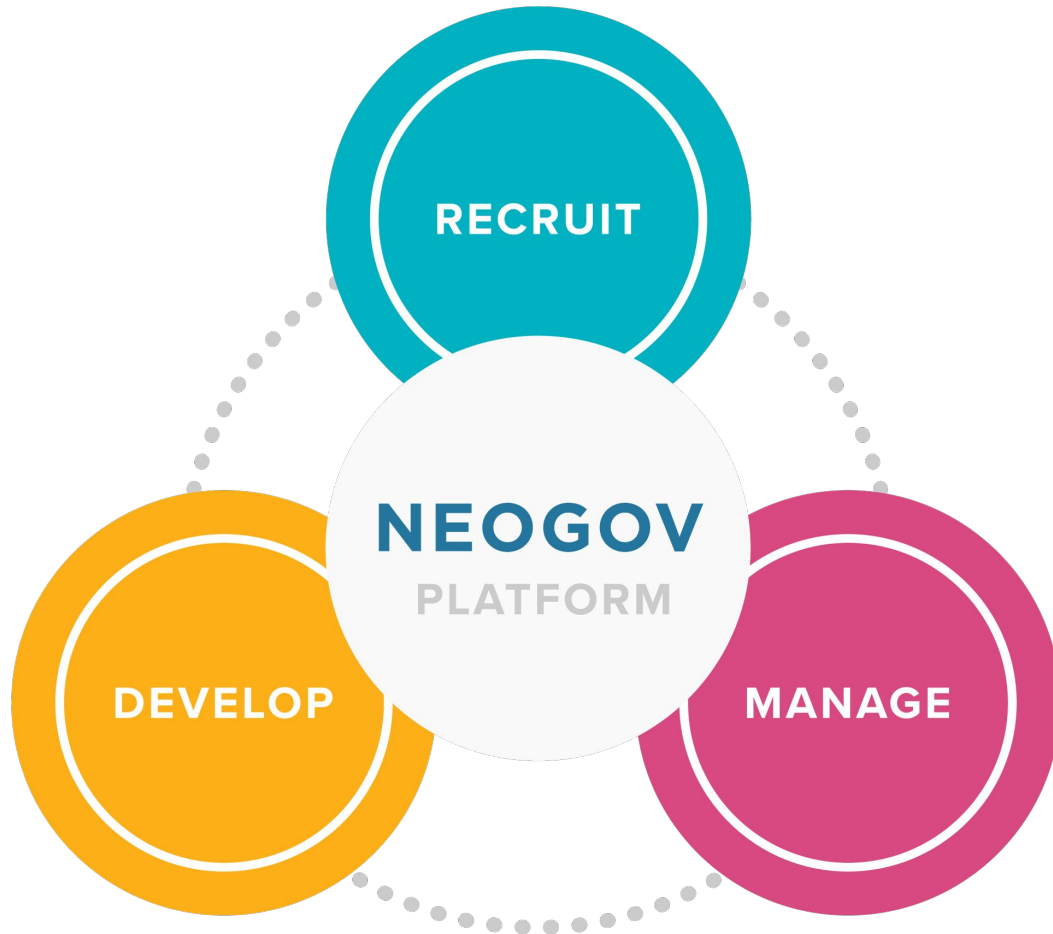
Sales Engineer

ALL THE DEETS:

- Enter your questions in the GoToWebinar control panel for our moderators
- Use the audio drop down box and select either computer or phone audio for the call-in details if needed.
- Keep an eye out for tomorrow's email with recording and slides



NEOGOV PLATFORM



Attract, Screen & Hire

Insight | GJobs | Onboard

Coach & Grow

Learn | Perform

Centralize & Organize

eForms & HRIS



EFORMS

- Empower employee/Manage self-initiated forms
- Keep up with new compliance for required forms/processes
- Automate management of recurring processes/forms
- Collect insightful data
- Create a centralized location for employee documents/files

TODAY'S JOURNEY



Navigating the New Normal



Pandemic Compliance



Hybrid Workforce



**Data and Employee
Document Management**

Speed of Change

The Current Post Pandemic Landscape



RESULTS

Which of these is your greatest employment-related business challenge?

- A. Compliance with workplace safety protocols - **11%**
- B. Developing workplace safety processes as circumstances rapidly changed - **6%**
- C. Supporting a hybrid workforce - **25%**
- D. Managing paperless employee forms & processes - **44%**
- E. Other - **14%**

“ Having updated systems and software, as well as the knowledge of how to use it, is paramount.

ASHLEY SALTZMAN, TOWN OF GILBERT



An additional

\$15,000,000,000

a week

during the first 3 months of the pandemic

Key Need

Efficient and effective
workforce that can keep
up with the new normal



EMPOWER YOUR WORKFORCE WITH SELF-SERVICE

The screenshot displays the NEOGOV Forms dashboard for Ricardo Watkins, a Management Analyst in Research & Development. The interface includes a navigation sidebar with options like Dashboard, Tasks (24), People, Time & Attendance, Pay, Benefits, Performance, Training, Recruiting, Forms, and Reports. The main content area is titled 'Forms' and features an 'Assign Form' button. It is divided into 'My Tasks' and 'My Team's Forms' sections. The 'My Tasks' section shows a 'REVIEW' task due on 08/09/20, specifically a 'Review form' for Jenny Lin. The 'My Team's Forms' section provides an 'OVERALL PROGRESS FOR ALL FORMS' bar chart with 5 overdue and 12 in progress items, and a 'BY FORM' table listing items like 'Annual Handbook Acknowledgment' and 'Overnight Parking Form'. A circular callout on the right provides a detailed view of the 'Forms' list, including items like 'Return to Office', 'Update Contact Info', 'Overnight Parking Form', 'Request Time Off', 'Add Beneficiary', 'Update Emergency Contact Info', and 'WiFi Subsidy Form', each with a 'View Progress' link.

Pandemic Compliance

Maximizing Safety and
Efficiencies with eForms



Serving as Public Health Administrators

Workplace safety and
vaccination protocols



DIGITIZE PERSONNEL FORMS

Preview As Create Update HR Admin All Close Preview Use Form

This form is to be completed by the employee requesting to work remotely. All requests require immediate supervisor and Department Head approval as defined in the Remote Work policy found in the Employee Handbook.

Employee Name: Work Phone Number:

Job Title: Cell Phone Number:

Department: Home Phone Number:

Non-Exempt: Supervisor:

PURPOSE

Please explain purpose or justification for remote work request:

PROPOSED LOCATION AND SCHEDULE

Provide requested remote work location details: Address and define work space clearly, including room and layout. Upload photo if possible. (Please note that if an employee moves to a different remote work location, HR must be notified.)

[Browse File](#)

Days available to work from home: Monday Tuesday Wednesday Thursday Friday

How many days per month do you wish to work remotely? days

Process Starts as Needed

All Employees

STEP 1

MULTI-CONTRIBUTOR FORM

1 Complete employee's schedule

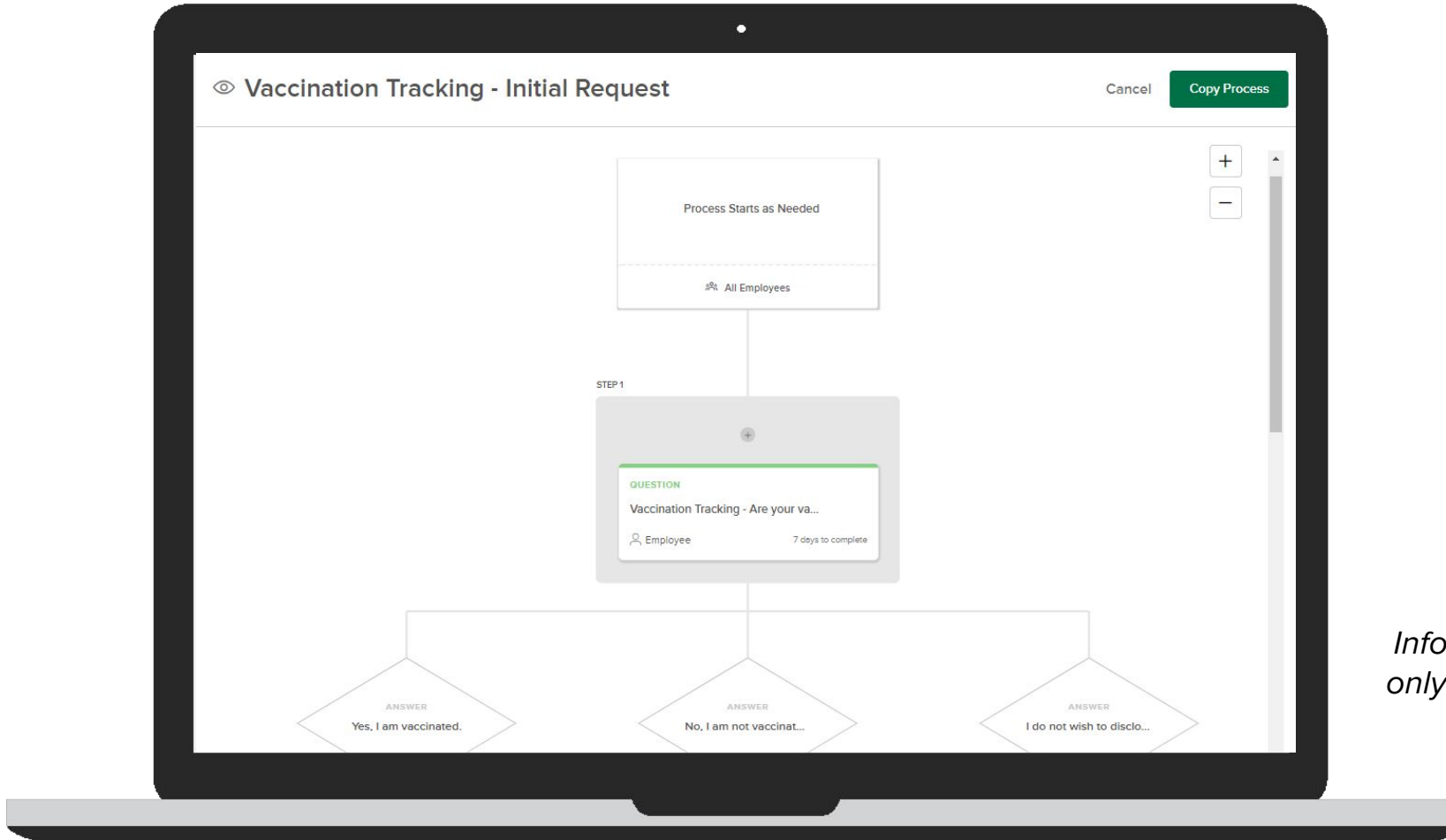
HR Admin 1 day to complete

2 Complete telecommuting agreeme...

Employee 1 day to complete

Add Contributor Task

PANDEMIC COMPLIANCE



*Informational purposes
only - Consult your legal
experts*

ACTION ITEMS

1

Identify key areas at risk for non-compliance

2

Consult with your legal team to align with your organization or school's requirements



Hybrid Workforce

Managing your teams with
form management tools



RESULTS

What is the current status of your workforce?

- A. Fully remote - **2%**
- B. Offices open but on-site presence is optional - **8%**
- C. Hybrid model, designated home & in office days - **45%**
- D. Fully back to work in office with minor exceptions - **46%**

30% Remote

before COVID

50% Post Pandemic

Hybrid - optional or rotating

80% Desire & Plan

Maintain remote work permanently

“ Remote work is possible and employees can continue to provide effective and efficient services virtually, without affecting service delivery to our consumers.

PAMELA LEAKE, CITY OF GOLDSBORO



Key Need

Eliminate paper,
spreadsheets and
automate distribution



ACTION ITEMS

1

Identify key forms still in paper/tracked manually

2

Look across HR strategy to consider how digital forms support employee health, safety, & overall experience



Data & Employee Document Management



RESULTS

When do you plan to develop technology based solutions around pandemic compliance or protocols?

- A. 1–3 Months - **18%**
- B. 3–6 Months - **15%**
- C. 6–12 Months - **15%**
- D. More Than 12 Months - **13%**
- E. Combo of Above - **39%**

“ Access to accurate and up-to-date data in a changing climate is vital.

TAUNA RATLIFF, CITY OF ROYSE CITY



Key Need

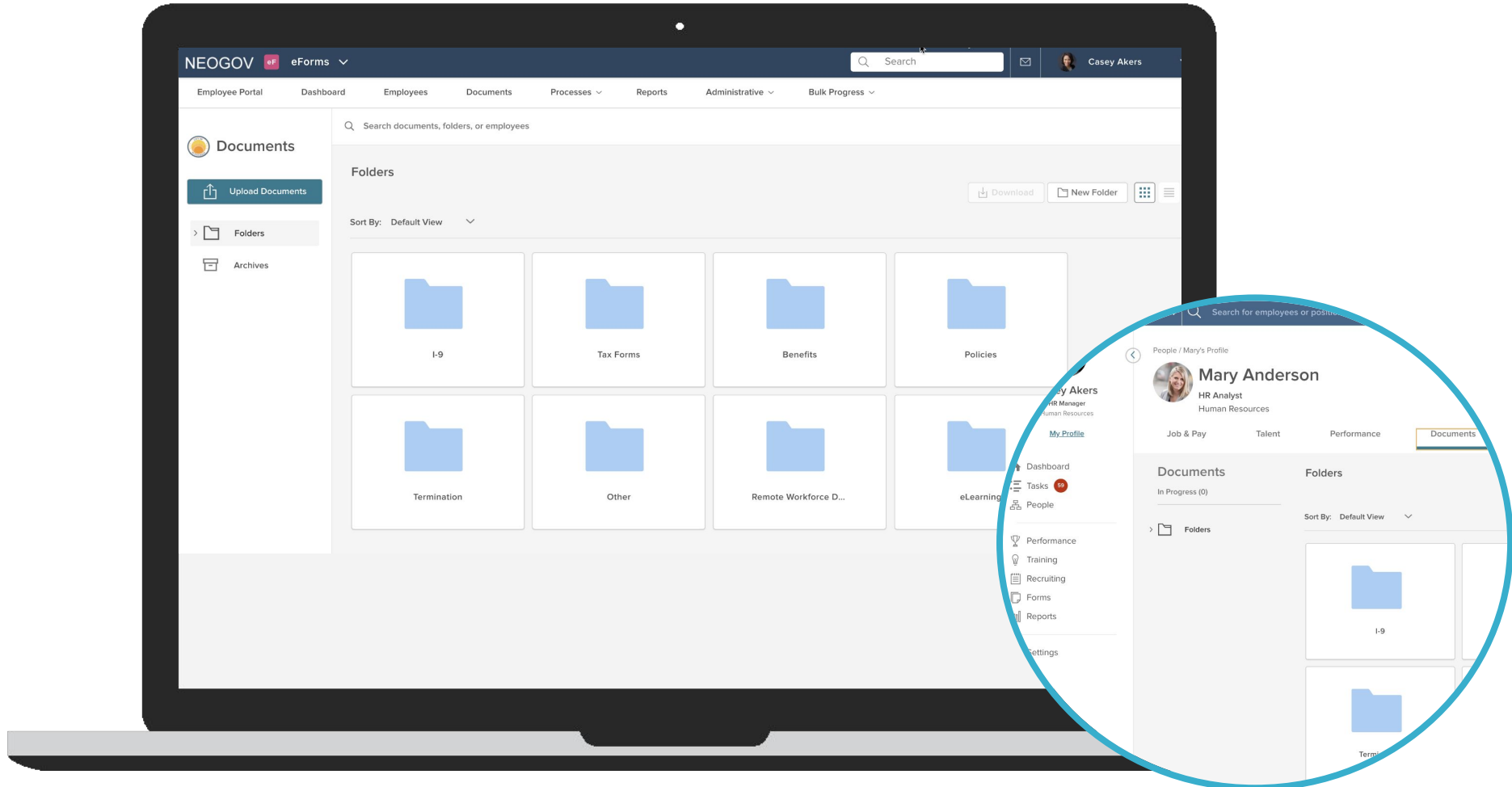
Reportable employee
form and process data &
centralized personnel files



REPORTABLE DATA



EDMS



Key Takeaways

1

Broaden Your Compliance Safety Net

2

Consult Local/State Rules & Legal For Guidance

3

Plan For Long-Term Hybrid Work

4

Arm and Track Tools Needed For Remote Success

5

Use Numbers To Support HR Business Impact

6

Prepare To Be Paperless

LET'S CONNECT



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NEOED

THANK YOU FOR JOINING US

