

NEOED

EFORMS



MANAGE

A component of the Manage module, eForms **automates the distribution, tracking, and approval of HR forms** like faculty contract renewals with customized workflows, routing, and eSignatures.

TAKE NECESSARY PAPERWORK DIGITAL

Forget easily lost paperwork and messy spreadsheets. Now there's one place to house all of your necessary forms and documents where they can be accessed, eSigned, and routed to necessary stakeholders.

- Build online forms in minutes or convert existing ones
- Streamline critical form processes like faculty contract renewals
- Distribute, track and approve forms online
- Define automated routing workflow processes and collect eSignatures

EMPOWER EMPLOYEES WITH SELF-SERVICE

Allow employees to self-initiate processes and track statuses to completion. Create processes that put responsibility into the hands of employees and free up HR time to focus on strategic initiatives.

- Eliminate employee questions about how to process requests and inquiries about status of requests
- Drive employee accountability through notification updates and reminders
- Protect sensitive HR data by setting different user roles and controlling permissions

CENTRALIZE PERSONNEL FILES

No more cabinets filled with manila folders. eForms securely stores all documents and forms completed throughout the employee lifecycle including those generated from other NEOED products.

- Maintain accurate, up-to-date, and consolidated records for each employee
- Access one central repository for all employee paperwork and documents
- Integrates with other NEOED products to unify employee records across the entire employee lifecycle

*“What eForms really provides is a comprehensive system that **automates the entire process**. From filling out the form, to routing, as well as varied workflows depending on the type of employee, it’s enabled us to do everything online.”*

*Travis Rosenberg
Dixie State University*

