



*Webinar:*

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

**NEOGOV**

# OUR EXPERTS, YOUR PRESENTERS

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**BETH FLEEK**

Sales Training Manager



**EMILY SIEFRING**

Account Manager

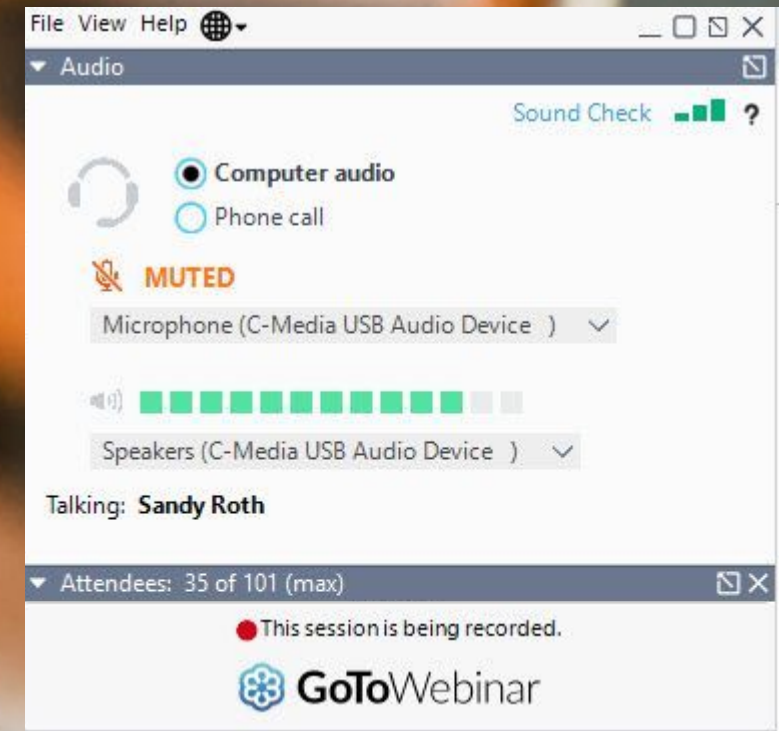


**KIMBERLY WALL**

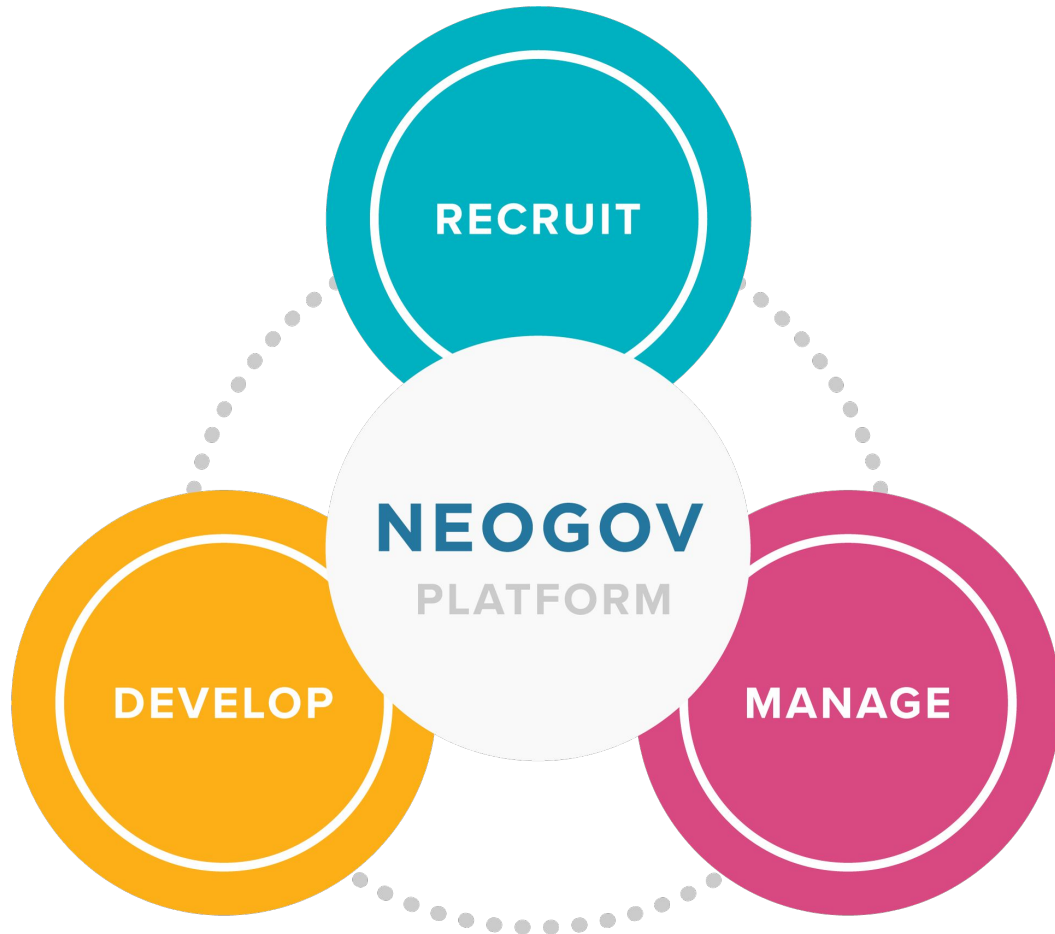
Sales Engineer

# 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

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**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 sections: 'My Tasks' with a 'REVIEW' task due 08/09/20, 'My Team's Forms' showing an overall progress bar (5 Overdue, 12 In Progress), and a list of forms. A circular callout provides a magnified view of the forms list, which includes: Return to Office, Update Contact Info (initiated yesterday), Overnight Parking Form (initiated yesterday), Request Time Off, Add Beneficiary, Update Emergency Contact Info, and WiFi Subsidy Form.

# 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

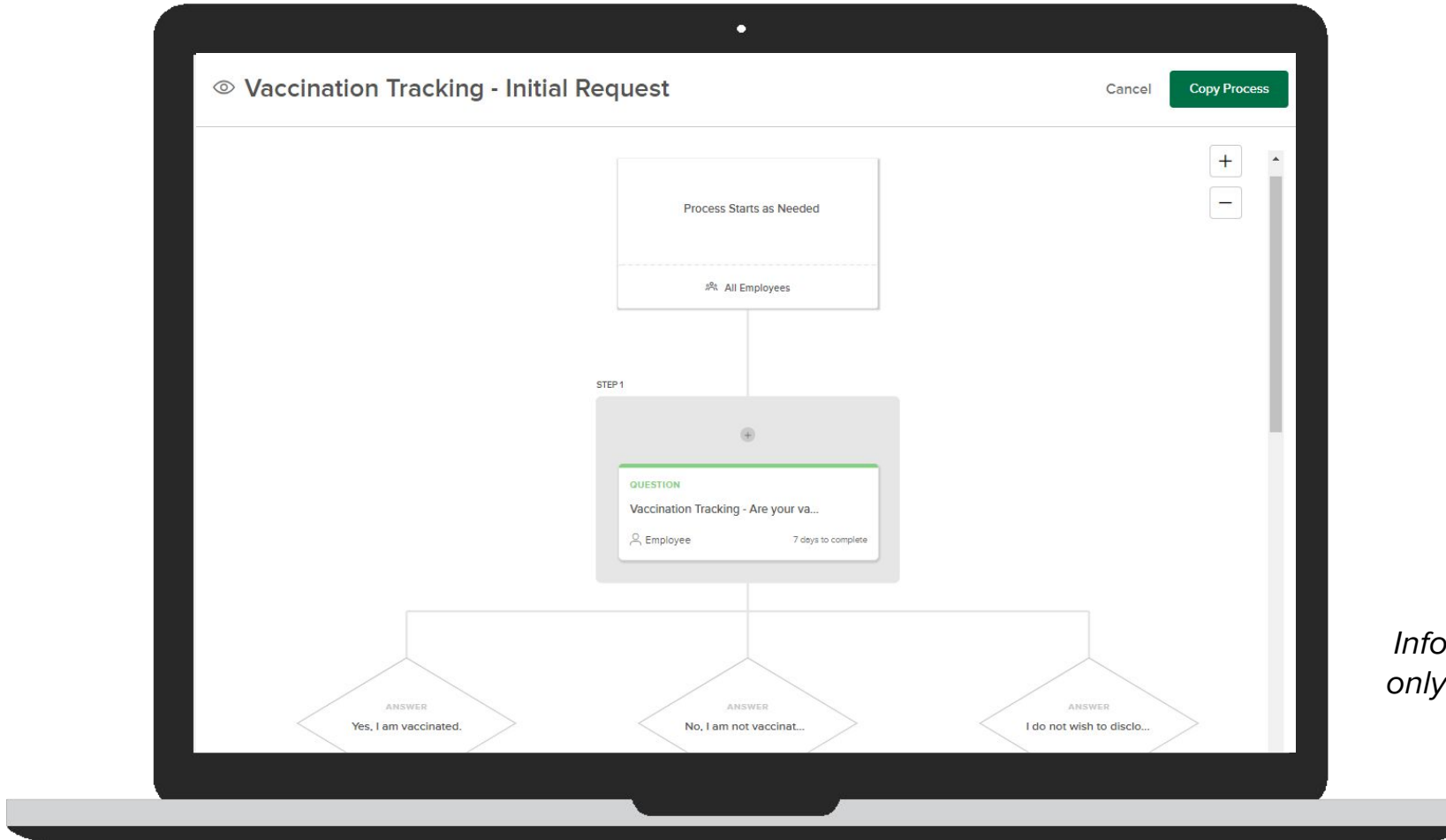
HR Admin 1 day to complete

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

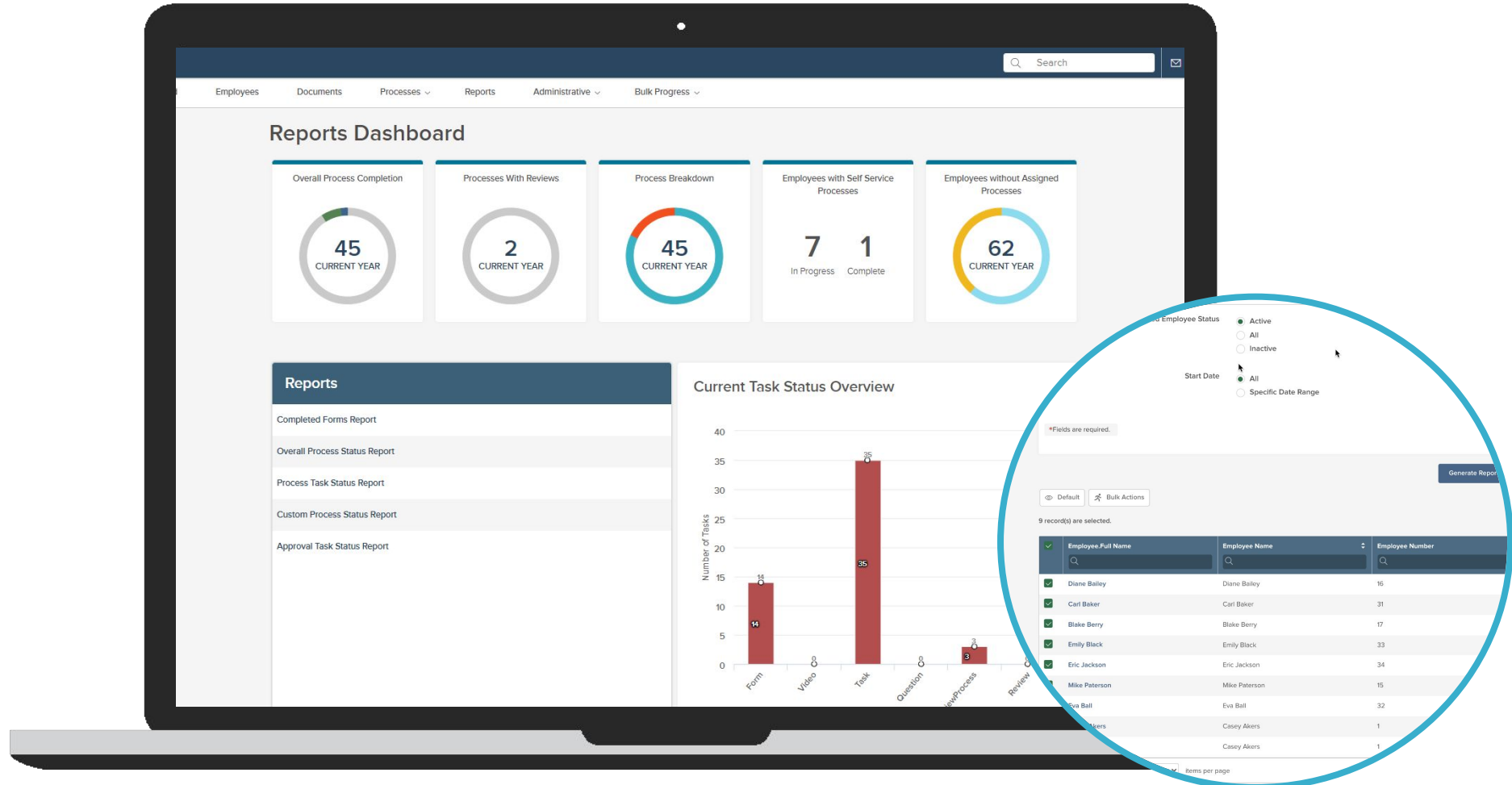


# Key Need

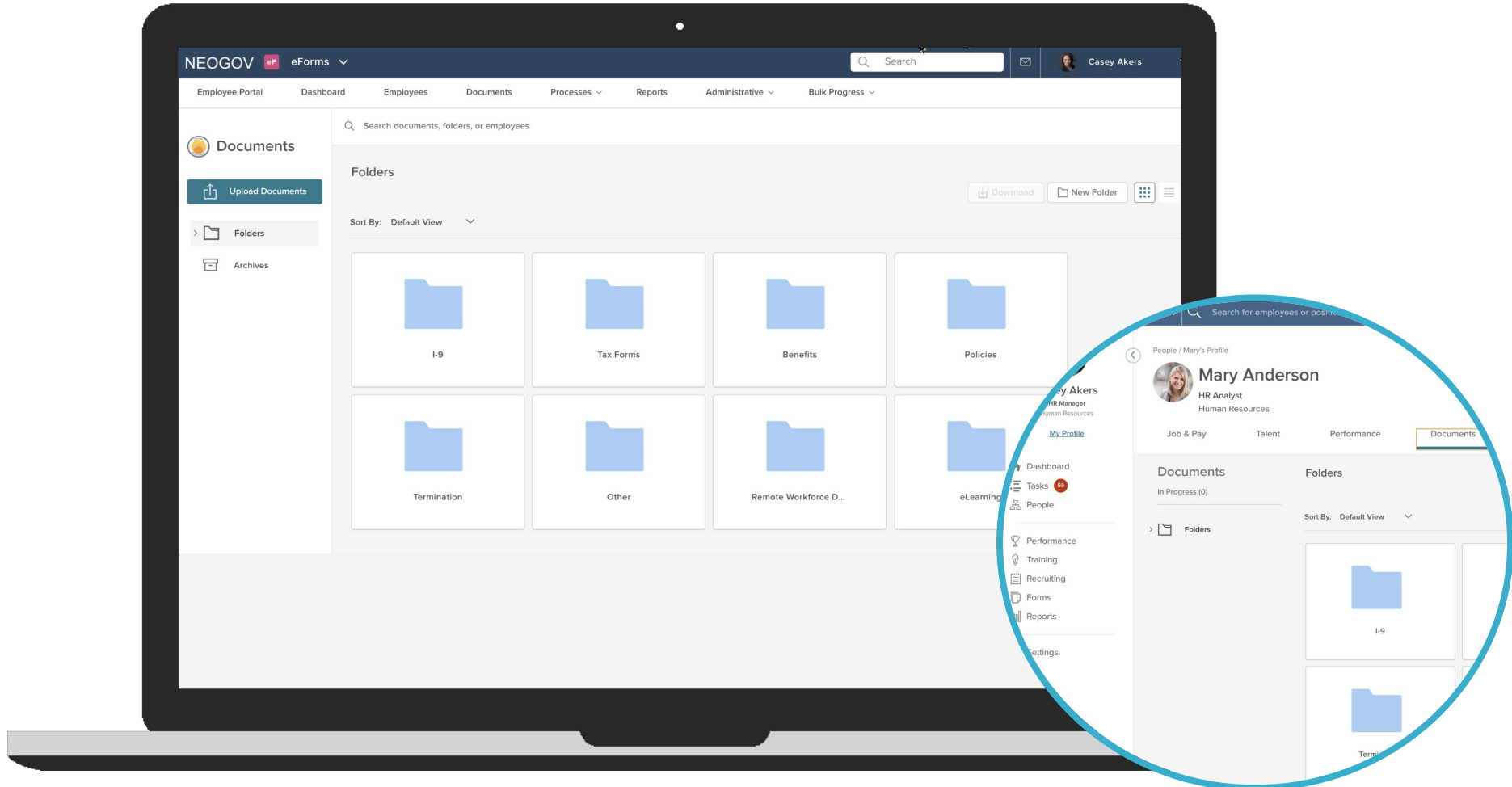
Reportable employee  
form and process data &  
centralized personnel files



# 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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# NEOGOV

THANK YOU FOR JOINING US

