

## NEOGOV HRIS: BUILT FOR THE UNIQUE NEEDS OF THE PUBLIC SECTOR



## **WELCOME ITEMS**

**NEOGOV** 

- Enter any questions or comments for the moderator in the GoToWebinar control panel
- Add lessons learned and best practices into the chat and we'll share after the webinar
- Keep an eye out for **tomorrow's email** with recording, slides and best practices



## WHO WE ARE

At NEOGOV, we build software solutions to serve the people who serve the people.







## **JIM PIRRAGLIA**

VP of Product, HRIS

NEOGOV



## **TANNER BARKER**

HCM Sales Engineer

NEOGOV



## **KATE ROGERS**

Director of Strategic Marketing NEOGOV

## Agenda

**The Problem:** Managing Multiple Employee Data Systems

**The Solution**: Integrated HRIS

**The Benefits** and the NEOGOV Difference

**NEOGOV HRIS** Product Tour

Q&A

# THE PROBLEM

## Poll Question

#### Which of these common challenges resonate with you?

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## **Common Challenges**







**Multiple Systems** 



Not public-sector specific

#### **Time-Consuming**

Technology doesn't support public sector needs.

Employees need to contact HR to make simple changes.

Admins have to constantly enter employee info into multiple systems. Complex Payroll Processes

Processing payroll is unnecessarily complicated and prone to errors.

## **Managing Employee Information Effectively**





## **The Consequences**

- More admin work, less strategic work
- Error-prone manual processes
- Tough to track compliance
- Waste of staff resources
- Lack of employee empowerment
- Difficult to pull reports
- Significant customization required

# THE SOLUTION

.





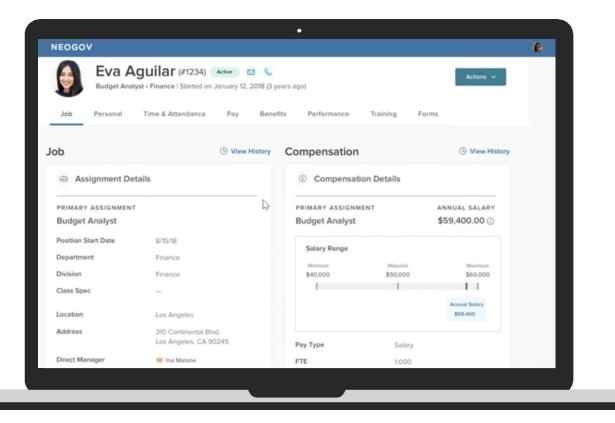
HRIS

## **NEOGOV HRIS**

A central hub for employee records, salaries, benefits, and workforce data.

With HRIS, you can consolidate your employee data and processes in one software.

### Let's take a closer look...





## **Unified Dashboard**

| → C ( inified.neogo<br>Trello Boards in Resources in | 🗃 Job Opps Pages 🛛 🗎 General Sales Res 🗎 Demo Resources 🧯                | Gong   Welcome N 2022 CONNECT D                       | 🗎 Sign Ons 🚦 City of Sunnydale 🚼 TGIF Sale              | 은 🏦 🏚 📕 🚥 🧕<br>s and Pr 🗖 2022 CONNECT N | 🖲 💿 🗯 🗖 🖓 :<br>📄 Other Bookmarks |
|--|--|---|---|--|----------------------------------|
| NEOGOV 📑 Dasht                                       | poard v Q Search for employees or positions                              |   |   | Give Feedback                            | 🐼 Casey Akers 🗸                  |
|  | Dashboard  |   |   |  |                                  |
| CA (   | Dashboard My Onboarding  |   |   |  |                                  |
| Casey Akers  |  |   |   |  |                                  |
| Human Resources                                      | ANNOUNCEMENT   |   |   |  |                                  |
| My Profile   | Benefits Open Enrollment   |   |   |  |                                  |
| A Dashboard  | It is that time of year again to sign up for health benefits! Even if yo | u plan to waive some or all of benefits, you still ne | ed to complete the enrollment process.                  |  | $\diamond$                       |
| Tasks 99   | Enroll in Benefits   |   |   |  |                                  |
| 몲 People   |  |   | •0  |  |                                  |
|  |  |   |   |  |                                  |
| Time & Attendance                                    |  |   | My Time Clock   |  |                                  |
| \$ Pay   | (III) My Tasks   | View All Tasks (99)                                   | 11:14:19 AM   | Monday, September 19, 2022               |                                  |
| Benefits   | OVERALL STATUS   |   |   |  |                                  |
| Performance  |  |   | Clock In  | Clock Out                                | · · · · · ·                      |
| @ Training   | 88   | 8 3   |   |  |                                  |
| Recruiting   | Overdue  | Due This Week Due Later                               | People  | View Team                                |                                  |
| D Forms  |  |   | MY MANAGER  |  |                                  |
| Reports  | TASKS  |   | 🚥 Katreena Madigan                                      |  |                                  |
|  |  |   | MY DIRECT REPORTS                                       |  |                                  |
| Settings   | BENEFITS - OPEN ENROLLMENT   | Ends 12/31/22   |   |  |                                  |
|  | Enroll or update your benefits   |   | Rechele Perman · Onboarding     Evan Black · Onboarding | 27 Overdue Tasks                         |                                  |
|  | ONBOARD - GENERAL  |   | Pat McDonald  | 16 Overdue Tasks                         |                                  |
|  | EP Send welcome email to new hire  | ▲ Due 02/11/22  | Carol Olbaughdee · Onboarding                           | 5 Overdue Tasks<br>5 Overdue Tasks       |                                  |
|  | For Elle Patterson (prehire) - Checklist: Welcoming n                    | ew employee   | Carol Obauginee - Onboarding                            | 5 Overdue tesks                          |                                  |
|  |  |   |   |  |                                  |

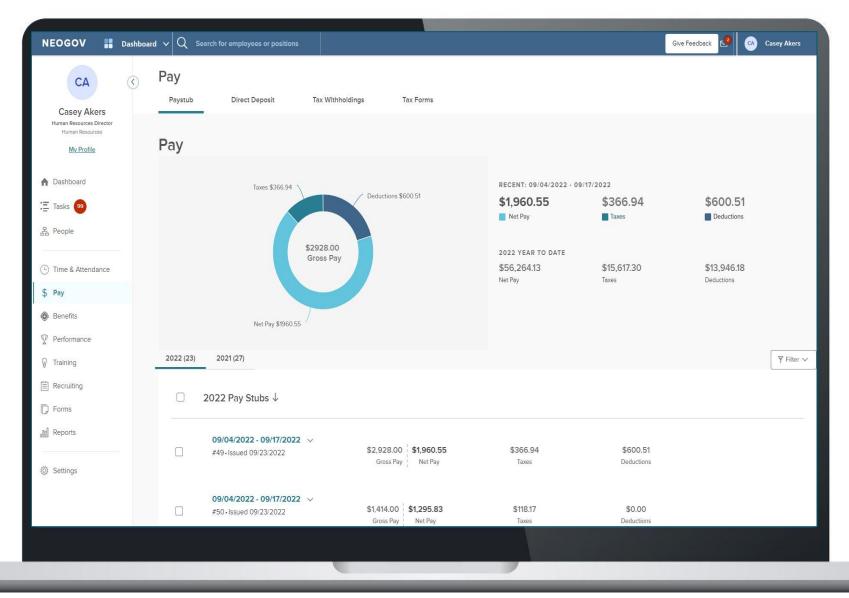
- No App Switching
- Modern Design
- Fully Integrated
- User-Friendly

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## **Unified Dashboard**

| NEOGOV 🔡 Dashb  | poard V Q Search for employees or p  | ositions                       |           |                          | Give Feedback                 |
|---|--|--------------------------------|-----------|--------------------------|-------------------------------|
| CA (<br>Casey Akers<br>Human Resources<br>Human Resources<br>My Profile | People / Casey's Profile CA Casey Akers Human Resources Director Human Resources Job Personal Info | Talent Performance             | Documents | Training Onboarding      |                               |
| A Dashboard   | 20 N 1   |                                |           |                          |                               |
| Tasks 100   | Personal info  |                                |           |                          |                               |
| 물 People  | 🕺 Basic Info   |                                |           | & Address & Contact Info | Edit                          |
| Time & Attendance   | Casey Akers  |                                |           | Address                  | 3400 S Las Vegas BLVD         |
| \$ Pay  | Gender   | Female                         |           |                          | Apt 52<br>Las Vegas, NV 89109 |
| 🕑 Benefits  | Date of Birth  | 16-Oct-1950                    |           | Phone #                  | (213) 555-6677                |
|   | S.S.N.   | XXX-XX-4925 🔘                  |           | Cellular #               | (213) 556-2311                |
| Training  | Language   | English                        |           | E-mail                   | casey.akeyrs@gmial.com        |
| E Recruiting  | Alt. Language  | N/A                            |           | Alt. Phone #             | N/A                           |
|   | Ethnicity  | US-Not Specified               |           |                          |                               |
| III Reports   | Emergency Contact(s)   |                                |           |                          |                               |
| Settings  | S Emergency Contact(s)   |                                | + Add     |                          |                               |
|   | PRIMARY CONTACT  | Jenny Akers<br>Daughter-in-Law | L         |                          |                               |
|   |  |                                |           |                          |                               |

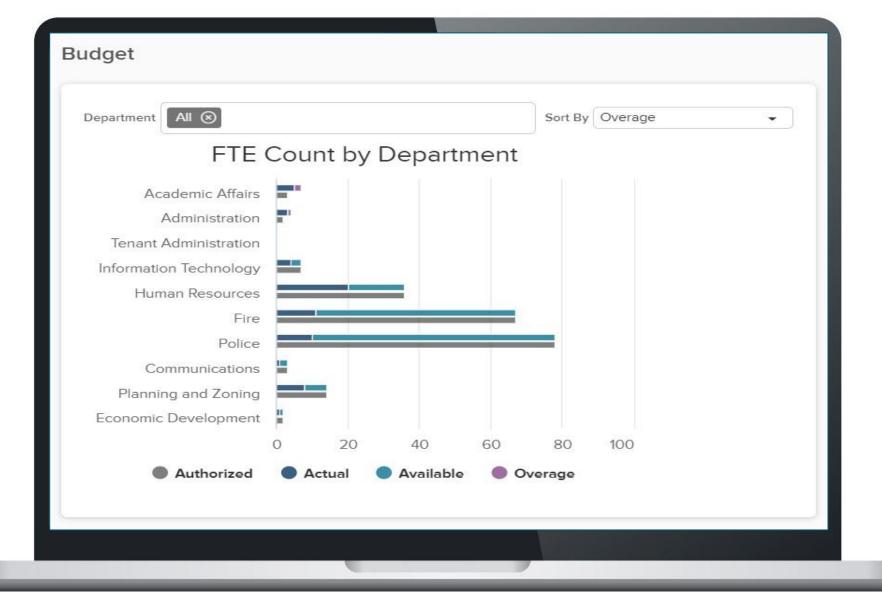
## **Review Check Stubs**



## **Core HR Dashboard**

| OGOV 🔢 Human Resources 🗸  | Page Code 🗸 🗸   | ightarrow 🖉 🔶 Casey Akers 🗸 |
|---|---|-----------------------------|
| e Employees Activities Admin Reports  |   |                             |
| man Resources Dashboard   |   |                             |
|   |   |                             |
| My Tasks  | Quick Actions   |                             |
| LEAVE LINES + APPROVAL  | Profile   | >                           |
| LEAVE LINES I APPROVAL  O, Berry, Blake, , Employee leave line from 01-Sep-2022 to 01-Sep-2022 time code :SICK TKN Ready To Be Approved     | Assignment  | >                           |
|   | Benefits  | >                           |
| LEAVE LINES • APPROVAL      O, Berry, Blake, , Employee leave line from 21-Dec-2022 to 21-Dec-2022 time code :SICK TKN Ready To Be Approved | Positions   | >                           |
| <pre>&lt;&lt; &lt; Page 1 of 1 &gt; &gt;&gt;</pre>  | C Garnishments  | >                           |
|   | B Employee Pay Details  | >                           |
|   | Ø Open Enrollment   | >                           |
| •   | Budget  |                             |
|   | Department All () Sort By Overage   |                             |
|   | FTE Count by Department Academic Affairs Administration Tenant Administration |                             |
|   |   |                             |

## **Core HR Position Control**



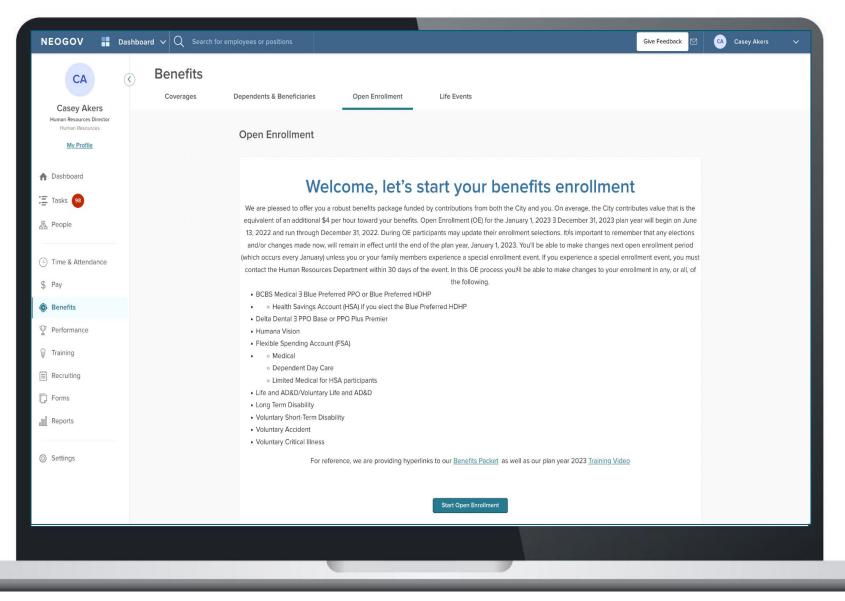
## **Employee Assignments**

| NEOGOV 🖩 🛛                | luman Resources 🗸 🗸     |            |               |                            |               |                       | • • 💬                         | 🗲 🔿 🌔 Casey Akers 🗸    |
|---------------------------|-------------------------|------------|---------------|----------------------------|---------------|-----------------------|-------------------------------|------------------------|
| Home Employees            | Activities • Admin • R  | eports •   |               |                            |               |                       |                               |                        |
| ← Back to Maintain Assign | ments (IEASL_ADMIN)     | ails       |               |                            |               |                       |                               | Save                   |
| +                         |                         |            |               |                            |               |                       |                               |                        |
| Assignment                | Prime                   | Start Date |               | Wage Progress Date         |               | * Туре                | * Status                      |                        |
| PRIMARY                   |                         | 02/17/2022 |               |                            |               | Primary 🗸             | Active                        | ~ Û                    |
| Primary Assignmen         | t Details               | « ‹        | 2 of 2 → ≫ 17 | Feb-2022 - 31-Dec-3999     | Change Reason | NEW HIRE              |                               |                        |
| Definition                |                         |            |               |                            |               |                       |                               |                        |
| * Position                | 912                     | Q          | Job           | 912                        |               | ACA Category          |                               | Q                      |
| * Pos. Start Date         | 02/17/2022              |            | Title         | Adjunct Faculty, Economics |               | ACA Excluded          |                               |                        |
| * Group                   | PART TIME               | Q          | Unit          | AFSCME                     |               | Jurisdiction Code     | Archer, FL, USA, 12-075-2779: | Q 🐵                    |
| * Works in Location       | LOCATION28              | Q          | Department    | Academic Affairs           |               | WC Class              | Not Specified                 |                        |
| Work Rule                 | CH PT                   | Q          | Division      |                            |               | Job Seniority Date    |                               |                        |
| * Email                   | nicoleroberts@gmial.com |            |               |                            |               | External Appt ID      |                               |                        |
|                           |                         |            |               |                            |               | Send Pays to Location |                               | Q                      |
| Compensation              |                         |            |               |                            |               |                       |                               | View Peer Compensation |
|                           |                         |            |               |                            |               |                       |                               |                        |

## **Employee Profile**

| Employees Activities • Admin •  | Reports •  |  |                  | Page Code |            | Mahmoud Marczy |
|---|--|--|------------------|-----------|------------|----------------|
|   | Reports -  |  |                  |           |            |                |
| ck to Maintain Profiles (IEPRL) file for Earl Campbell (4)  |  |  |                  |           |            | Save           |
|   |  |  |                  |           |            |                |
|   |  |  |                  |           |            |                |
| ssignment Personal Tax Bar  | nking Contacts Deductions  | Leave Property Forms   |                  |           |            |                |
|   |  |  |                  |           |            |                |
|   |  |  |                  |           |            |                |
| Entity  | Hire Date  |  | Termination Date |           | Assignment | Pri            |
| WARMWATERS  | 07/11/2022   |  |                  |           | PRIMARY    | l.             |
| WARMWATERS  | 07/05/2021   |  | 08-Jun-2022      |           |            |                |
| WARMWATERS  | 07/01/2021   |  | 02-Jul-2021      |           |            |                |
| Current Timeline  |  |  |                  |           |            |                |
|   |  |  |                  |           |            |                |
|   |  |  |                  |           |            |                |
|   |  |  |                  |           |            |                |
| Title Prop Appraiser I  | Location LOCATION1   | Annual \$.00   |                  |           |            |                |
| Position 103  | Location LOCATION1<br>Supervisor<br>First Manager  | Annual \$.00<br>Monthly \$.00<br>Semi-Monthly \$.00  |                  |           |            |                |
| Position 103<br>Job 103 F<br>Department ASSESS  | Supervisor<br>First Manager<br>Work Rule CH FT   | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00   |                  |           |            |                |
| Position 103<br>Job 103 f<br>Department ASSESS<br>Group FULL TIME   | Supervisor<br>First Manager<br>Work Rule CH FT<br>WC Class   | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00<br>Weekly \$.00   |                  |           |            |                |
| Position 103<br>Job 103 F<br>Department ASSESS<br>Group FULL TIME<br>Pay Type Hourly J                                | Supervisor<br>First Manager<br>Work Rule CH FT<br>WC Class<br>ACA Category                                     | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00   |                  |           |            |                |
| Position 103<br>Job 103 F<br>Department ASSESS<br>Group FULL TIME<br>Pay Type Hourly A<br>Work Email test8@test.com E | Supervisor<br>First Manager<br>Work Rule CH FT<br>WC Class   | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00<br>Weekly \$.00<br>Hourly \$.0000   |                  |           |            |                |
| Position 103<br>Job 103 F<br>Department ASSESS<br>Group FULL TIME<br>Pay Type Hourly A<br>Work Email test8@test.com E | Supervisor<br>First Manager<br>Work Rule CH FT<br>WC Class<br>ACA Category<br>EEO Category EEO4-Administrative | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00<br>Weekly \$.00   |                  |           |            |                |
| Position 103<br>Job 103 F<br>Department ASSESS<br>Group FULL TIME<br>Pay Type Hourly A<br>Work Email test8@test.com E | Supervisor<br>First Manager<br>Work Rule CH FT<br>WC Class<br>ACA Category<br>EEO Category EEO4-Administrative | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00<br>Weekly \$.00<br>Hourly \$.0000<br>Range RANGE1<br>Range Minimum 38,804.75<br>Range Midpoint \$0,446.17           |                  |           |            |                |
| Position 103<br>Job 103 F<br>Department ASSESS<br>Group FULL TIME<br>Pay Type Hourly A<br>Work Email test8@test.com E | Supervisor<br>First Manager<br>Work Rule CH FT<br>WC Class<br>ACA Category<br>EEO Category EEO4-Administrative | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00<br>Hourly \$.0000<br>Range RANGE1<br>Range Minimum 38,804.75<br>Range Midpoint 50,446.17<br>Range Maximum 62,087.60 |                  |           |            |                |
| Position 103<br>Job 103 F<br>Department ASSESS<br>Group FULL TIME<br>Pay Type Hourly A<br>Work Email test8@test.com E | Supervisor<br>First Manager<br>Work Rule CH FT<br>WC Class<br>ACA Category<br>EEO Category EEO4-Administrative | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00<br>Weekly \$.00<br>Hourly \$.0000<br>Range RANGE1<br>Range Minimum 38,804.75<br>Range Midpoint \$0,446.17           |                  |           |            |                |
| Position 103<br>Job 103 F<br>Department ASSESS<br>Group FULL TIME<br>Pay Type Hourly A<br>Work Email test8@test.com E | Supervisor<br>First Manager<br>Work Rule CH FT<br>WC Class<br>ACA Category<br>EEO Category EEO4-Administrative | Monthly \$.00<br>Semi-Monthly \$.00<br>Bi-Weekly \$.00<br>Hourly \$.0000<br>Range RANGE1<br>Range Minimum 38,804.75<br>Range Midpoint 50,446.17<br>Range Maximum 62,087.60 |                  |           |            |                |

## **Open Enrollment Welcome Form**



## **Open Enrollment Contact Form**

| NEOGOV 📑 Dashboard 🗸 📿 Search for (         | employees or positions   | Give Feedback | CA Casey Akers 🗸 🗸        |
|---|--|---------------|---------------------------|
| CA CExit Open Enrollment                    |  |               | \$96.26<br>per pay period |
| Casey Akers                                 | Profile     2 Medical     3 Dential     4 Vision     5 Spending     6 Other                            |               |                           |
| Human Resources Director<br>Human Resources | Tell us about yourself and your family   |               |                           |
| <u>My Profile</u>                           | To ensure the most accurate coverage options & prices, please provide your unique details below.       |               |                           |
| ✿ Dashboard                                 |  |               |                           |
| I Tasks 98                                  | Personal Information Please ensure that your information is accurate and up to date.                   |               |                           |
| 몸 People                                    | Casey Akers  |               |                           |
| C Time & Attendance                         | Date of Birth 10/16/1950 Address 14 Dunsinane Drive  |               |                           |
| \$ Pay                                      | Email casey.akeyrs@gmial.com Apt 52<br>Phone Number (213) 555-6677 26104                               | Edit Info     |                           |
| Benefits                                    |  |               |                           |
|   |  |               |                           |
| ፼ Training                                  | Dependents<br>Please provide information on any dependents you would like to include in your coverage. |               |                           |
| Recruiting                                  |  |               |                           |
| Reports                                     | Elise Sylvester Child Date of Birth 01/09/2004 Address 1103 Clark Ave                                  |               |                           |
|   | Address II Solar Ave<br>Email Nampa, ID, USA<br>83666  | Edit Info     |                           |
| ⊚ Settings                                  | Phone Number   | Remove        |                           |
|   |  |               |                           |
|   | Johnnie Akers Spouse   |               |                           |
|   |  |               |                           |

## **Open Enrollment Review & Submit**

| NEOGOV <b>Dashboard</b> V Q Search 1                       | for employees or positions  | Give Feedback 🖂 CA Casey Akers 🗸 |
|--|---|----------------------------------|
| CA (CA)  |   |                                  |
| CA   | Profile     Medical     O     Dental     Vision     Spending     O     Other                            | -                                |
| Casey Akers<br>Human Resources Director<br>Human Resources |   | 7 Review & Submit                |
| <u>My Profile</u>  | Review your benefits selections   |                                  |
| ✿ Dashboard  |   |                                  |
| \Xi Tasks 🤒  | You are enrolling in the following benefits   |                                  |
| 居 People   | MEDICAL HMO \$0.00 / \$160<br>Who's Covered You Z Edit You Pay/Employer Pays - Pr                       |                                  |
| © Time & Attendance<br>\$ Pay                              | DENTAL \$11.54 / \$34<br>Who's Covered You You Pay / Employer Pays – Pit                                |                                  |
| Benefits   | VISION<br>VISION HMO \$0.00 / \$6   |                                  |
| $\Psi$ Performance   | VISION HMO \$0.00 / \$6<br>Who's Covered You ∠ Edit You Pay / Employer Pays – Pi                        |                                  |
| <ul> <li>♀ Training</li> <li></li></ul>                    | SPENDING<br>DCFSA<br>Deduction Rate \$76.92<br>Who's Covered You ∠ Edit                                 |                                  |
| <ul> <li>Reports</li> <li>Settings</li> </ul>              | SPENDING           FSA           Deduction Rate         \$80.00           Who's Covered         You     |                                  |
| (y settings  | OT HER<br>BASIC LIFE \$0,00 / \$2<br>Primary Beneficiaries Missing + Add Beneficiary You Pay / Employee |                                  |
|  | OTHER   |                                  |
|  |   |                                  |
|  |   |                                  |

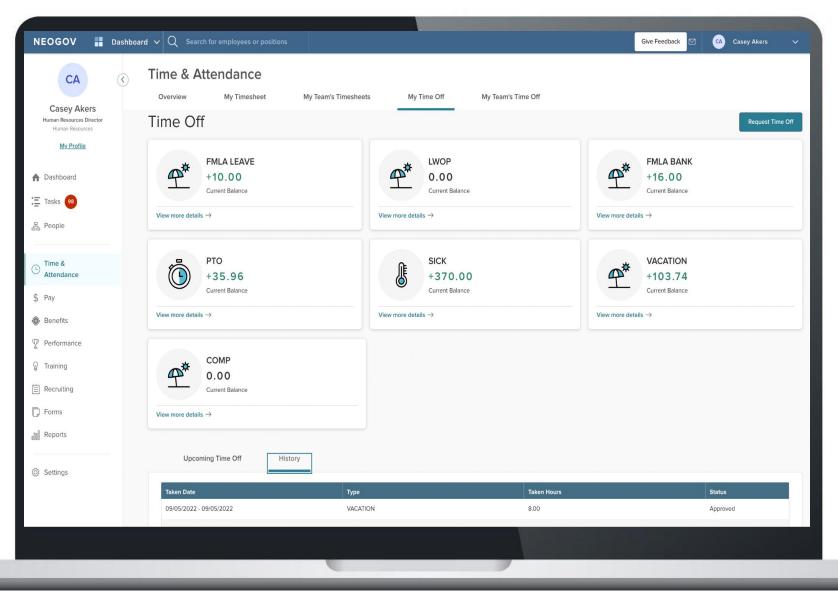
## **Access Weblock Wherever You Are**

| NEOGOV 👬 Dashi   | <b>poard</b> $\mathbf{v} \mid \mathbf{Q}$ Search for employees or positions                  |  | Give Feedback                           | A Casey Akers 🗸 🗸 |
|--|--|--|---|-------------------|
| CA (<br>Casey Akers  | Dashboard<br>Dashboard My Onboarding   |  |   |                   |
| Human Resources Director<br>Human Resources<br><u>My Profile</u> | ANNOUNCEMENT<br>Benefits Open Enrollment   |  |   |                   |
| ♠ Dashboard  | It is that time of year again to sign up for health benefits! Even if you plan to waive some | or all of benefits, you still need to complete the enrollment process. |   | $\diamond$        |
| 는 Tasks 98<br>몹 People   | Enroll in Benefits   | •  |   |                   |
| Time & Attendance     Pay  | I My Tasks View  | All Tasks (98)   |   |                   |
| <ul> <li>Benefits</li> <li>Performance</li> </ul>                | OVERALL STATUS   | 05:14:42 PM  | Monday, September 12, 2022<br>Clock Out |                   |
| g Training   | 91   | 7  |   |                   |
| E Recruiting   | Overdue  | Due Later People   | View Team                               |                   |
| Forms  | TASKS  | MY MANAGER   |   |                   |
| Ø Settings   |  | ds 12/31/22 MY DIRECT REPORTS Rachele Perman - Onboarding              | 27 Quandum Tanlan                       |                   |
|  | Enroll or update your benefits   | Rachel Perman · Onboarding     Rechel Perman · Onboarding              | 27 Overdue Tasks<br>20 Overdue Tasks    |                   |
|  | G ONBOARD - GENERAL  | E Evan Black - Onboarding  | 16 Overdue Tasks                        |                   |
|  |  |  |   |                   |
|  |  |  |   |                   |

## **Easily Review Timesheets**

| CA       Time & Attendance         Verview       My Timesheet       My Time Off       My Time off         Marene Researce Researce       Dischoord       Casey Akers       Op(04/22: 09/17/22 (Current)       State         Deshboord       Casey Akers       Op(04/22: 09/17/22 (Current)       State       State       State         Procepte       Period: September 1- 5       Casey Akers       Open       State         Profest       Casey Akers       Open       State       State       State         Profest       Casey Akers       Open       State       State       State       State         Period: September 1- 5       Casey Akers       Open       State       State       State       State         Recention       Open       State       Open       State       State       State       State         Period: September 17       Open       State       State       State       State       State       State       State         Park       Period: September 17       Open       State       State       State       State       State       State         Park       Park       Rec HBS       Ostoo PM       State       State       Other       State       Ot   |   |              |                         |             |               |             |                    |          |             |             |       |          |
|--|---|--------------|-------------------------|-------------|---------------|-------------|--------------------|----------|-------------|-------------|-------|----------|
| Casey Akers<br>Interfaces         Overview         My Timesheet         My Timesheets         My Time Off         My Team's Time Off  | NEOGOV 🔡 Dashboar                           | d 🗸 📿 Sear   | ch for employees or pos | sitions     |               |             |                    |          | Gi          | ve Feedback |       | CA       |
| Number State   |   |              | -                       | My Team     | 's Timesheets | My Time Off | My Team's Time Off |          |             |             |       |          |
| Time &       Core       Satery         Prepie       Period: September 17 .   | Human Resources Director<br>Human Resources |              |                         | ~           |               |             |                    |          |             |             |       |          |
| People       Casey Akers<br>Human Resources Director       Open       Sumt         Image: Aktendance       Period: September 4 - September 17 v       k  | ♠ Dashboard                                 |              |                         |             |               |             |                    |          |             |             |       |          |
| Line & Attendance       Period:::September 4 - September 1/ v       Total Hours       Total Hours         Pay       Benefits       -   | 문 People                                    |              |                         | Open        |               |             |                    |          |             |             | Submi | t        |
| Banefits       Image: bit is a signament       Time Code       Cost Center       Start Time       End Time       Amount       Total Hours       Image: bit is a signature         Training       Sunday       PRIMARY       REG HRS       08:00 AM       12:00 PM       4:00 hrs       Image: bit is a signature       Image: bit is a s   | C Time & Attendance                         | Period: Sept | ember 4 - September 17  | · ~         |               |             |                    |          |             |             |       | urs      |
| Date       'Assignment       'Time Code       Cost Center       Start Time       End Time       Amount       Total Hours         Sunday<br>og/O4       PRIMARY       REG HRS       08:00 AM       12:00 PM       4:00 hrs       Image: Cost Center       1mage: Cost Center       08:00 AM       12:00 PM       4:00 hrs       Image: Cost Center       1mage: Cost Center       08:00 AM       12:00 PM       4:00 hrs       Image: Cost Center       1mage: Cost Center       1mage: Cost Center       08:00 AM       05:00 PM       4:00 hrs       Image: Cost Center       1mage: Cost Center       1mage: Cost Center       1mage: Cost Center       1mage: Cost Center       08:00 AM       12:00 PM       4:00 hrs       1mage: Cost Center       1ma  | \$ Pay                                      |              |                         |             |               |             |                    |          |             |             |       |          |
| Performance Sunday PRIMARY REG HRS 08.00 AM 12.00 PM 4.00 hrs I<   | Benefits                                    |              |                         |             |               |             |                    |          |             |             |       |          |
| Training Sunday PRIMARY REG HRS 08:00 AM 12:00 PM 4:00 hrs IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII  | Performance                                 | Date         | * Assignment            | * Time Code | Cost Center   | Start Time  | End Time           | Amount   | Total Hours |             |       |          |
| Forms       Monday       SEASONAL       ON CALL       08:00 AM       09:30 AM       1:50 hrs       Image: Constraint of the second o                     | ) Training                                  |              | PRIMARY                 | REG HRS     |               | 08:00 AM    | 12:00 PM           | 4.00 hrs |             |             |       | 4        |
| Reports     PRIMARY     REG HRS     PROJECT 10000     09:30 AM     12:00 PM     2:50 hrs     Image: Constraint of the second of the        | Ecruiting                                   |              | PRIMARY                 | REG HRS     |               | 01:00 PM    | 05:00 PM           | 4.00 hrs | 8.00 hours  | +           | ] 🗆   | <b></b>  |
| Settings       PRIMARY       REG HRS       PROJECT 10000       09:30 AM       12:00 PM       2:50 hrs       Image: the set of                      | Forms                                       |              | SEASONAL                | ON CALL     |               | 08:00 AM    | 09:30 AM           | 1.50 hrs |             |             |       | <b></b>  |
| Tuesday<br>09/06         PRIMARY         REG HRS         08:00 AM         12:00 PM         4.00 hrs         Image: Comparison of the com | III Reports                                 |              | PRIMARY                 | REG HRS     | PROJECT 10000 | 09:30 AM    | 12:00 PM           | 2.50 hrs |             |             |       | <b>a</b> |
| 09/06 PRIMARY REG HRS 08:00 AM 12:00 PM 4:00 hrs   | Settings                                    |              | PRIMARY                 | REG HRS     |               | 01:00 PM    | 05:00 PM           | 4.00 hrs | 8.00 hours  | +           | ] 🖻   | 4        |
|  |   |              | PRIMARY                 | REG HRS     |               | 08:00 AM    | 12:00 PM           | 4.00 hrs |             |             |       | ≙        |
|  |   |              | PRIMARY                 | REG HRS     |               | 01:00 PM    | 05:00 PM           | 4.00 hrs | 8 00 hours  | I.          |       | 솔        |
|  |   |              |                         |             |               |             |                    |          |             |             |       |          |

## **Single Page for Time Off Balances**



## **Track Progress on the Payroll Dashboard**

| - → C (■ unified.neogov<br>Trello Boards ) Resources | v.com/dashboard  | Gong   Welcome N 2022 CONNECT D                         | 🛅 Sign Ons 🗧 City of Sunnydale 💶 TGIF Sale | Q 🍈 ☆ 🧧 💵 🚥 🍭<br>s and Pr 🗖 2022 CONNECT N | G A D Bookmarks    |
|--|--|---|--|--|--------------------|
|  | noard V Q Search for employees or positions  |   |  |  | CA Casey Akers 🗸 🗸 |
|  | Dashboard  |   |  |  |                    |
| CA 🔇   | Dashboard My Onboarding  |   |  |  |                    |
| Casey Akers<br>Human Resources Director              |  |   |  |  |                    |
| Human Resources                                      | ANNOUNCEMENT   |   |  |  |                    |
| My Profile   | Benefits Open Enrollmen  | t   |  |  |                    |
| A Dashboard  | It is that time of year again to sign up for health benefits! Even if                    | you plan to waive some or all of benefits, you still ne | ed to complete the enrollment process.     |  | $\rightarrow$      |
| 🗉 Tasks 🧐  | Enroll in Benefits   |   |  |  |                    |
| - 목 People   |  |   |  |  |                    |
| 58 1 copie   |  |   |  |  |                    |
| Time & Attendance                                    |  |   | My Time Clock                              |  |                    |
| \$ Pay   | My Tasks   | View All Tasks (99)                                     |  |  |                    |
| Benefits   |  |   | 11:14:19 AM                                | Monday, September 19, 2022                 |                    |
| Performance  | OVERALL STATUS   |   | Clock In                                   | Clock Out                                  |                    |
| Training   | 88   | 8 3   |  |  |                    |
| E Recruiting   | Overdue  | Due This Week Due Later                                 | People                                     | View Team                                  |                    |
|  |  |   | MY MANAGER                                 |  |                    |
| D Forms  | TASKS  |   |  |  |                    |
| Reports  |  |   | 😡 Katreena Madigan                         |  |                    |
| Settings   | BENEFITS - OPEN ENROLLMENT   | Ends 12/31/22   | MY DIRECT REPORTS                          |  |                    |
| ~  | Enroll or update your benefits   |   | Rachele Perman · Onboarding                | 27 Overdue Tasks                           |                    |
|  |  |   | Evan Black - Onboarding                    | 16 Overdue Tasks                           |                    |
|  | ONBOARD - GENERAL  |   | Pat McDonald                               | 5 Overdue Tasks                            |                    |
|  | EP Send welcome email to new hire<br>For Elle Patterson (prehire) - Checklist: Welcoming | A Due 02/11/22  | Carol Olbaughdee · Onboarding              | 5 Overdue Tasks                            |                    |
|  |  |   |  |  |                    |
|  |  |   |  |  |                    |

## ALL before keying a thing!

- Time already loaded
- Salaries already paid & prorated
- Deductions & contributions already calculated

## Manage Pays & See Totals at the Same Time

| NEOGOV 📴 Payroll 🗸                               |  |                               |                              |                                | Page Code                                      | 🗸 🅘 🖛 🔿 🦲 Casey Akers 🗸             |
|--|--|-------------------------------|------------------------------|--------------------------------|--|-------------------------------------|
| Home Employees Processing                        | g • Admin • Reports •                                  |                               |                              |                                |  |                                     |
| 190, Bi-Weekly, Re                               | egular Pay   |                               |                              |                                |  | Recalculate Payroll Process Payroll |
| Frequency: BI-WEEKLY<br>Check Date: Sep 23, 2022 | Period Start: Sep 4, 2022<br>Period Ends: Sep 17, 2022 | Department: -<br>Auth Area: - |                              |                                |  |                                     |
|  | <b>\$4,221,373.83</b><br>gross pay                     | \$2,460,487.82<br>• NET PAY   | \$1,739,656.64<br>• EE TAXES | \$21,229.37<br>• EE DEDUCTIONS | \$73,891.71 \$34,264<br>• ER TAXES • ER DEDUCT |                                     |
| Sort by Last Name, ascending                     | ~  |                               |                              |                                |  | Q Search by employee name or number |
| YA Yvonne Addis<br>720                           | \$4,263.30 \$2,701.49<br>GROSS NET                     | 9 \$1,097.32<br>EE TAXES      | \$464.49<br>EE DEDUCTIONS    | <b>\$319.25</b><br>ER TAXES    | \$612.30<br>ER DEDUCTIONS                      |                                     |
| CA Casey Akers                                   | \$2,928.00 \$1,858.5<br>GROSS NET                      | 5 \$468.94<br>EE TAXES        | \$600.51<br>EE DEDUCTIONS    | <b>\$211.09</b><br>ER TAXES    | \$493.66<br>ER DEDUCTIONS                      |                                     |
| SA Sianna Aleavy<br>640                          | \$2,048.00 \$1,241.52<br>GROSS NET                     | \$318.35<br>EE TAXES          | \$488.13<br>EE DEDUCTIONS    | <b>\$132.85</b><br>ER TAXES    | \$366.82<br>ER DEDUCTIONS                      |                                     |
| AA Ailina Aleksich 560                           | <b>\$1,202.40 \$817.31</b><br>GROSS NET                | <b>\$203.71</b><br>EE TAXES   | \$181.38<br>EE DEDUCTIONS    | <b>\$87.99</b><br>er taxes     | \$311.57<br>ER DEDUCTIONS                      |                                     |
| Mary Anderson<br>908                             | \$1,402.40   \$1,181.51<br>GROSS   NET                 | \$220.89<br>EE TAXES          | \$0.00<br>EE DEDUCTIONS      | <b>\$107.28</b><br>ER TAXES    | \$0.00<br>ER DEDUCTIONS                        |                                     |

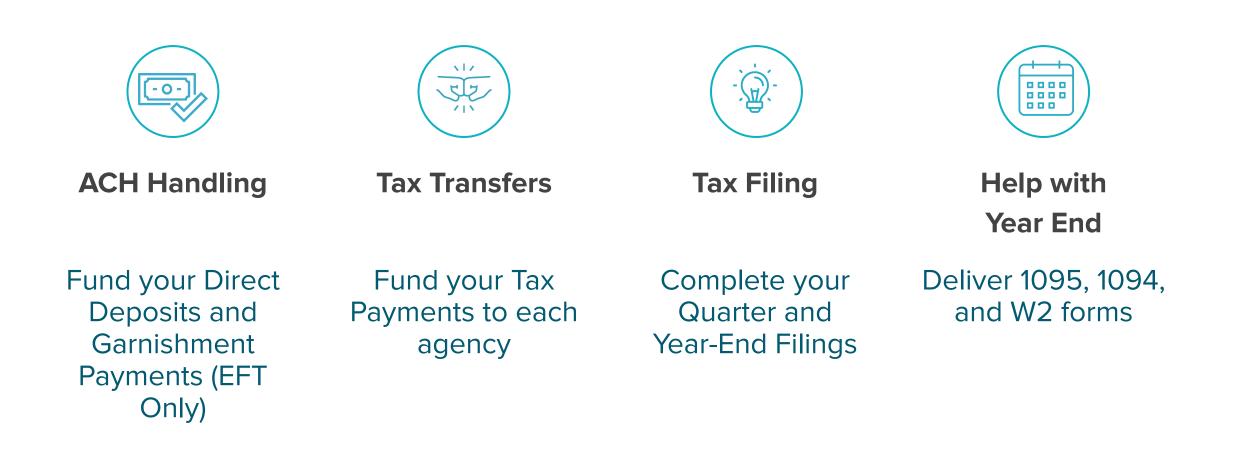
## **Easily Find & Edit Employee Pays**

| NEOC | GOV 📴 Payroll 🗸          |  |                             |                           |                             | Page Code                 | ✓             |
|------|--------------------------|--|-----------------------------|---------------------------|-----------------------------|---------------------------|---------------|
| Home | Employees Processing - A | dmin • Reports •                                     |                             |                           |                             |                           |               |
| СА   | Casey Akers              | \$2,928.00   \$1,858.55<br>GROSS   NET               | <b>\$468.94</b><br>EE TAXES | \$600.51<br>EE DEDUCTIONS | <b>\$211.09</b><br>ER TAXES | \$493.66<br>ER DEDUCTIONS |               |
| C    | DESCRIPTION              | HOURS  | RATE                        | THIS PAY PERIOD           |                             |                           | Edit Earnings |
| F    | REGULAR                  | 72   | \$35.35                     | \$2,545.20                |                             |                           |               |
| F    | LOAT ACCRL               | 0  | \$0.00                      | \$0.00                    |                             |                           |               |
| F    | LOAT BAL                 | 10   | \$35.35                     | \$353.50                  |                             |                           |               |
| S    | ICK ACCRL                | 0  | \$0.00                      | \$0.00                    |                             |                           |               |
| \    | AC ACCRL                 | 6.16   | \$35.35                     | \$217.75                  |                             |                           |               |
| N    | AC TKN                   | 8  | \$35.35                     | \$282.80                  |                             |                           |               |
| N    | /AC BAL                  | 101.899  | \$35.35                     | \$3,602.09                |                             |                           |               |
| F    | TO ACCRL                 | 0.177  | \$35.37                     | \$6.26                    |                             |                           |               |
| F    | PTO BAL HRS              | 36.1337  |                             |                           |                             |                           |               |
| F    | PER ACCRL                | 0  | \$0.00                      | \$0.00                    |                             |                           |               |
| F    | PER BAL                  | 16   | \$35.35                     | \$565.59                  |                             |                           |               |
| 1    | NCENTIVE                 | 0  |                             | \$100.00                  |                             |                           |               |
| G    | GTL UNPD TXBLE \$        | 0  |                             | \$49.25                   |                             |                           |               |
| SA   | Sianna Aleavy<br>640     | \$2,048.00   \$1,241.52<br>GROSS   NET               | <b>\$318.35</b><br>EE TAXES | \$488.13<br>EE DEDUCTIONS | <b>\$132.85</b><br>ER TAXES | \$366.82<br>ER DEDUCTIONS |               |
| AA   | Ailina Aleksich          | <b>\$1,202.40</b>   <b>\$817.31</b><br>GROSS   NET   | <b>\$203.71</b><br>EE TAXES | \$181.38<br>EE DEDUCTIONS | <b>\$87.99</b><br>ER TAXES  | \$311.57<br>ER DEDUCTIONS |               |
| MA   | Mary Anderson<br>908     | <b>\$1,402.40</b>   <b>\$1,181.51</b><br>GROSS   NET | <b>\$220.89</b><br>EE TAXES | \$0.00<br>EE DEDUCTIONS   | <b>\$107.28</b><br>er taxes | \$0.00<br>ER DEDUCTIONS   |               |

## **Finalize with One Button!**

| NEOGOV 🔤 🕫                     | Payroll 🗸                          |  |                    |  | UPCBAT         | ∽ 🤿 🗲 ⇒                    | 📗 Casey Akers 🗸 |
|--------------------------------|------------------------------------|--|--------------------|--|----------------|----------------------------|-----------------|
| Home Employees I               | Processing • Admin • Reports •     |  |                    |  |                |                            |                 |
| $\leftarrow$ Back To Dashboard |                                    |  |                    |  |                |                            |                 |
|                                |                                    |  |                    |  |                |                            |                 |
| 190, Regular                   | Pay, Bi-Weekly                     |  |                    |  |                | Back to Pay Batches        | Submit Payroll  |
|                                |                                    |  |                    |  |                |                            |                 |
|                                | Payroll is due on September 21, 20 | 22. Checks will be distributed in 11 days. |                    |  |                |                            |                 |
|                                |                                    |  |                    |  |                |                            |                 |
|                                | Frequency: BI-WEEKLY               | Period Start: Sep 4, 2022                  | Department: -      |  |                |                            |                 |
|                                | Check Date: Sep 23, 2022           | Period Ends: Sep 17, 2022                  | Auth Area: -       |  |                |                            |                 |
|                                |                                    |  |                    |  |                |                            |                 |
|                                |                                    |  |                    |  |                |                            |                 |
|                                |                                    | 21,255.01                                  |                    |  | \$4,221,373.83 |                            |                 |
|                                |                                    | TOTAL HOURS                                |                    |  | GROSS PAY      |                            |                 |
|                                |                                    |  |                    |  |                |                            |                 |
|                                | • VAC BAL HRS                      |  | 7,739.80           | • NET PAY                              |                | \$2,460,487.82             |                 |
|                                | e REG HRS                          |  | 7,216.00           | EMPLOYEE TAXES                         |                | \$1,739,656.64             |                 |
|                                | PTO BAL HRS                        |  | 3,286.59           | EMPLOYEE DEDUCTIONS                    |                | \$21,229.37                |                 |
|                                | PER BAL HRS     FLH BAL HRS        |  | 1,216.00<br>780.00 | EMPLOYER TAXES     EMPLOYER DEDUCTIONS |                | \$73,891.71<br>\$34,264.05 |                 |
|                                | • VAC EARN HRS                     |  | 394.69             | • EMPLOTER DEDUCTIONS                  |                | \$54,204.05                |                 |
|                                | • OT HRS                           |  | 233.00             |  |                |                            |                 |
|                                | SICK EARN HRS                      |  | 113.73             |  |                |                            |                 |
|                                | LONGEVITY                          |  | 80.00              |  |                |                            |                 |
|                                | CERTIFICATION                      |  | 80.00              |  |                |                            |                 |
|                                |                                    |  |                    |  |                |                            |                 |
|                                |                                    |  |                    |  |                |                            |                 |
|                                |                                    |  |                    |  |                |                            |                 |

## **Payroll Services**



# THE BENEFITS

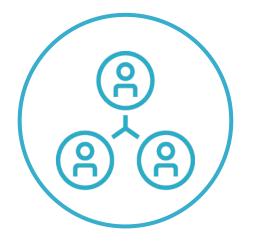
Abertal

MANAGE



- It's built for the public sector, with specific features and functionality to support your needs
- One central record eliminates the need for multiple systems
- Automation does the heavy lifting for you, so you only see and have to work on exceptions.
- It's integrated with other NEOGOV products, providing a seamless data flow

## What's the Value of Connected HCM Solutions?







**Move Seamlessly** 

Make Better Decisions **Maximize Talent** 



## THANK YOU FOR ATTENDING!

#### Keep an eye out for the webinar recording and slides in your inbox tomorrow!

#### Have more questions? Contact us at <u>contact@neogov.com</u> to learn more.

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