

## Adding Additional Forms in NEOGOV Onboard

Step 1: Navigate to the employee's Onboarding Portal > Checklist Widget > View All.

The screenshot shows the NEOGOV Onboard portal interface. On the left, there is a user profile for Abel Testing. The main content area features a 'Travis County Onboarding Portal' header and a 'Useful Links' section. The primary focus is the 'Checklist' widget, which shows a progress bar at 21% and a list of tasks. A red box highlights the 'VIEW ALL (8)' link at the bottom right of the checklist.

Task	Status
Complete General Information Form	Due in 1 week
Complete New Employee Data Sheet	Due in 1 week
Sign Temp Acknowledgement Form	Due in 1 week
Sign Payroll Acknowledgement Form	Due in 1 week
Attach Image of Social Security Card	Due in 1 week
Sign Notice of HIPAA Special Enrollment Rights	Due in 1 week
Sign Notice of Privacy Practices	Due in 1 week
Complete Form 19	Due in 1 week
Complete Employee Section of I-9	Pending
Employee to Complete Building & Parking Access Request for 700 Lavaca	Completed

Step 2: Select **+Assign Tasks**, then **Assign New Task**.

The screenshot shows the 'Checklists' section of the NEOGOV Onboard portal. A red box highlights the '+Assign Tasks' button in the top right corner of the checklist widget. A dialog box is open, showing the 'Assign New Task' button highlighted in a red box. The dialog box also shows a list of users, including Abel Testing and HR User, with a 'Completed' status for HR User.

User	Status
Abel Testing	etected
HR User	Completed

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**Step 3: Fill in the required fields in Assign New Task (see below). Click “Save”.**

**Assign New Task** Cancel Save

**Add Task**

\*Fields are required.

Type: Form For Type, use drop-down arrow and select "Form".

Form: Grant Acknowledgement Form Search for the form you are trying to add.

Subject: Complete Grant Acknowledgement Form Enter Complete plus the name of the Form.

**Optional** (employee can choose to skip this task)

Assignee: Employee This should remain as "Employee".

Due Date: 4 Days Before Start Date

Task is due 4 days before start date.

Cancel Save

Reminder Settings

- A confirmation status bar will appear across the top of the screen.

