Step 1: Click on Employees.

| NEOGOV on Onboard ~ | | Q Search | 🔄 🖾 🔂 🚺 Erica Bruner |
|--|--|-------------------------------------|----------------------|
| Employees Reports - Comple | ted Forms 🗸 Positions 🗸 | | + |
| Erica Bruner BETA TEST POSTIONS | , | Welcome, Erica! | |
| My Dashboard Employee Onboarding | Travis County Onboarding Portal Useful Links | Checklist | |
| | Benefits Guide (including holidays) | | VIEW ALL (2 100% |
| | Travis County Facebook Travis County Twitter | Complete General | O Completed |
| | Travis County YouTube Videos Travis County Precinct Maps | Complete New Employee Data Sheet | ② Y Completed |
| | | D. Sign Grant | |

Step 2: Search new hire's name.

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| ployees | Reports ~ Comple | ited Forms ~ Positi | ions v | | | | + 🕓 |
| nploye | e List | | | | | | |
| Pho | to Q Employee # | Q Last Name | Q First Name Q Direct Mana | ige Q Position | Q Start Date | Q Online Access | Active |
| | mm | Ross | Diana | Beta Test postions | 10/15/2016 | Activated | Yes |
| Ω | 11452 | Chavez | Feli | Executive Asst-Ele | 11/04/1991 | Send Activation | Yes |
| Л | 11684 | CASAS | AGNES | Pur Asst Purchasin | 03/16/1992 | Send Activation | Yes |
| Ω | 11822 | CANTU | DIANA | Justice of the Pea | 05/18/1992 | Send Activation | Yes |
| Π | 11891 | ABRUZZO | CHANTELLE | Legal Services Pro | 02/16/1993 | Send Activation | Yes |
| 1 | 12044 | VILLALPANDO | MARIA | Office Mgr | 09/16/1992 | Send Activation | Yes |
| 1 | 12211 | Arredondo | Tracie | Human Resources | 03/26/2007 | Activated | Yes |
| | 12756 | DE LA CRUZ | BEDTHA | Office Mar Sr | 04/23/2007 | Send Activation | Yes |

Step 3: Click on new hire's name.

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| Employees Reports - Completed Forms - Portals Checklists Positions - Administrative | | | | | e ~ | + (| | |
| mploye | e List | | | | | | | |
| @ Stand | ard 🛠 Bulk Actions | | | | (m. | | | |
| Phote | Q Employee # | Q Last Name | Q Kermitj > | Q Direct Manager | Q Position | Q Start Date | Q Online Access | Q Active |
| | 0123 | DaFrog | Kermit | | Beta Test postions | 11/21/2016 | Activated | Yes |
| | | | | | | | | 1 - 1 of 1 items |
| NEOGOV | | | | | | | COPYF | NGHT © 2010 - 2017 |
| | | | | | | | | |
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Step 4: Scroll down to Forms.

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| mployees Reports ~ | Completed Forms ~ Portals Checklists | Positions ~ Administrative | × | + |
| | Forms | | | |
| | + Export To PDF 🗄 Lock 🖓 Unio | ck | | |
| | Form Name | : Updated On | : Status | a Actions |
| Kermit DaFrog | New Employee General Information | on 11/02/2016 12:00 PM | Complete | ∠ % 0 1 |
| | New Employee Data Sheet | 11/02/2016 12:02 PM | Complete | ∠ % ₽ ₫ |
| loyee | Payroll Acknowledgement | 11/02/2016 12:02 PM | Complete | ∠ % @ û |
| oarding | Social Security Card | 11/02/2016 12:03 PM | Complete | 2 6 0 1 |
| | | | | 1 - 4 of 4 item |
| | ACCESSIBILITY TOOLS | | | |
| | Audit Trail | | | |
| | | | | |
| | Field Name : New Y | /alue : Old V | Value : Updated E | By : Updated On |

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| Employees Reports ~ | Completed Forms ~ Portals Checklists Po | ositions ~ Administrative ~ | | | | + | C |
| | Forms | | | | | | |
| | + Export To PDF 🔒 Lock 🕆 Unlock | | | | | | |
| | 2 records are selected. <u>Clear selection</u> | | | | | | |
| Kermit DaFrog | Form Name : | Updated On | : Status | Actio | ns | | |
| | New Employee General Information | 11/02/2016 12:00 PM | Complete | 2 | 6 <i>0</i> | Î | |
| ployee | New Employee Data Sheet | 11/02/2016 12:02 PM | Complete | 2 | 6 | 1 | |
| poarding | Payroll Acknowledgement | 11/02/2016 12:02 PM | Complete | 2 | b <i>@</i> | ß | |
| | Social Security Card | 11/02/2016 12:03 PM | Complete | 2 | 6 0 | 0 | |
| | | | | | | 1 - 4 of 4 ite | ms |
| | ACCESSIBILITY TOOLS | | | | | | |
| | Audit Trail | | | | | | |
| | | | | | | | |

Step 5: Select the forms to be exported, then click Export to PDF.

A status bar will display across the top of the screen. A pop up at the bottom of the screen will give you the option to open or save the files.

| | Forms | | | | | | | |
|--------------------|--|---------------------|----------|---|--------|------------|----|------------------|
| | + Export To PDF 🗄 Lock 🖓 Unlock | | | | | | | |
| Kermit DaFrog | records are selected. Clear selected Form Name | : Updated On | : Status | : | Action | 5 | | |
| ETA TEST POSITIONS | New Employee General Information. | 11/02/2016 12:00 PM | Complete | | 2 2 | | î. | |
| oyee | New Employee Data Sheet | 11/02/2016 12:02 PM | Complete | | 2 2 | 0 <i>P</i> | Ē | |
| arding | Payroll Acknowledgement | 11/02/2016 12:02 PM | Complete | | 2 2 | • <i>®</i> | B | |
| | Social Security Card | 11/02/2016 12:03 PM | Complete | | 2 8 | o Ø | 0 | |
| | | | | | | | | 1 - 4 of 4 items |
| | ACCESSIBILITY TOOLS | | | | | | | |