

Parking Request Form in NEOGOV Onboarding

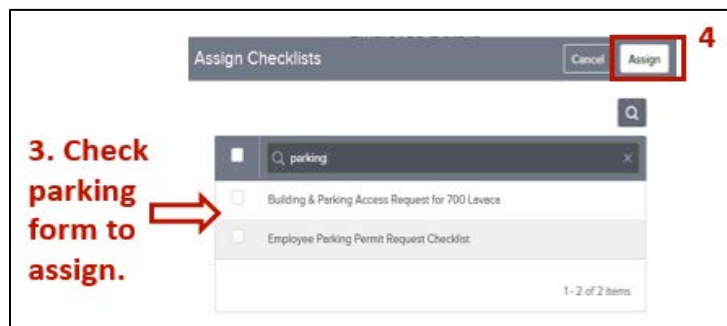
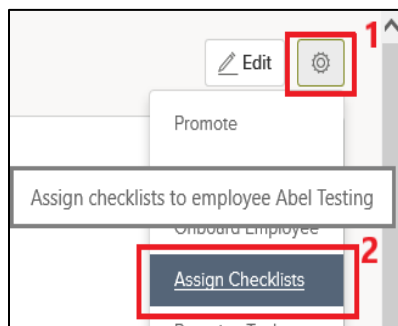
New Hires can complete their Parking Request Form as part of their onboarding forms in NEOGOV. The form is assign as a checklist by HR Users. After the form has been completed, it can be uploaded and emailed to the Facilities Parking Coordinator.

Note: These are multi-contributor forms meaning that there are sections for new hires and HR Users to complete.

STEPS AND WORKFLOW

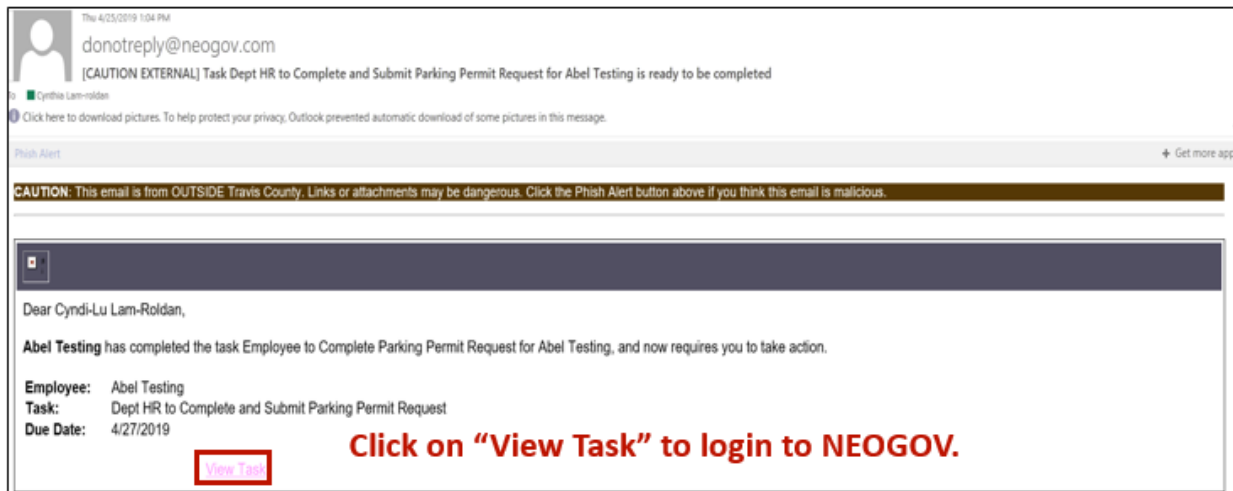
1. Assign Parking Request Checklist to New Hire

After the Standard Employee, Temporary Employee, or Grant Employee checklist has been assigned to the new employee, HR User assigns one of the parking form checklists (Building & Parking Access Request for 700 or Employee Parking Permit Request) to the new hire.



2. Receive Notification to Complete HR Section

After the new hire completes the form, HR Users will be notified by email from NEOGOV to complete their section.




Parking Request Form in NEOGOV Onboarding

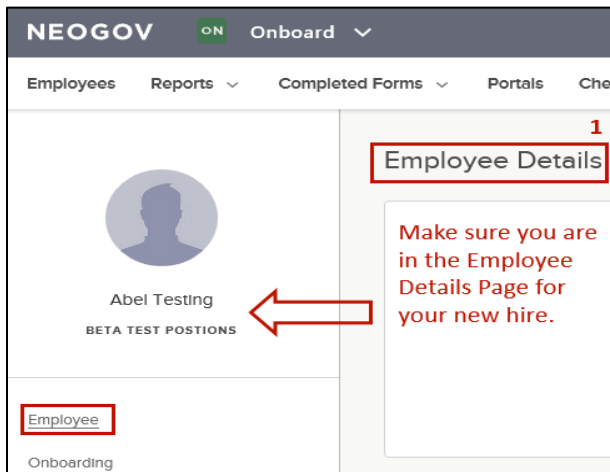
3. Complete HR Section

Review new hire information and complete Building/Floor and Phone # fields. These are required fields.

Building, Floor:	<input type="text"/>
Phone #:	<input type="text"/>

4. Download and Send to Parking Coordinator

To download the completed form, navigate to the Employee Details page, scroll down to the **Forms** section and use the download icon . The form will be downloaded to the desktop as a PDF and can be email to the Facilities Parking Coordinator.



The screenshot shows the NEOGOV Onboard interface. The top navigation bar includes "Employees", "Reports", "Completed Forms", "Portals", and "Check". The main content area features a profile card for "Abel Testing" with the role "BETA TEST POSITIONS". A red box labeled "1" highlights the "Employee Details" link in the top right. A red arrow points from the "Employee Details" link to the profile card. A red box labeled "Employee" is located at the bottom left of the profile card. A red text box on the right side of the page reads: "Make sure you are in the Employee Details Page for your new hire."



The screenshot shows the "Forms" section of the NEOGOV Onboard interface. A red box labeled "2" highlights the "Forms" header. Below the header, there are buttons for "Export to...", "Lock", and "Unlock". A table lists the forms with columns for "Form Name", "Updated On", "Status", and "Act". A red box labeled "3" highlights the "Download Form" button in the "Act" column of the first row.

Form Name	Updated On	Status	Act
"DNU" Building & Parking Access Request (700 Leveice)	04/24/2019 04:25 PM	Complete	Download Form
New Employee General Information Form	04/28/2017 08:19 AM	Archived	
2017 9 v1	06/01/2017 09:25 AM	Archived	