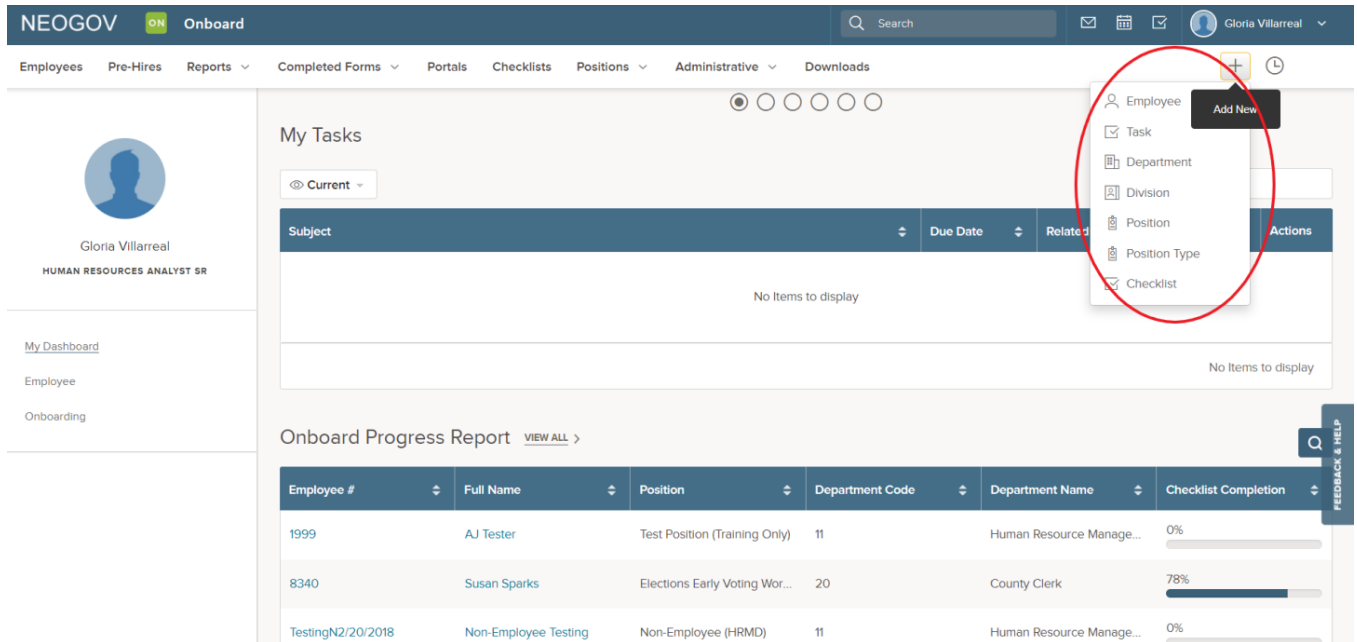


## Adding a New Employee in NeoGov Onboard

**Step 1:** Hover over the + icon underneath your name. Click on Employee in the drop-down menu.

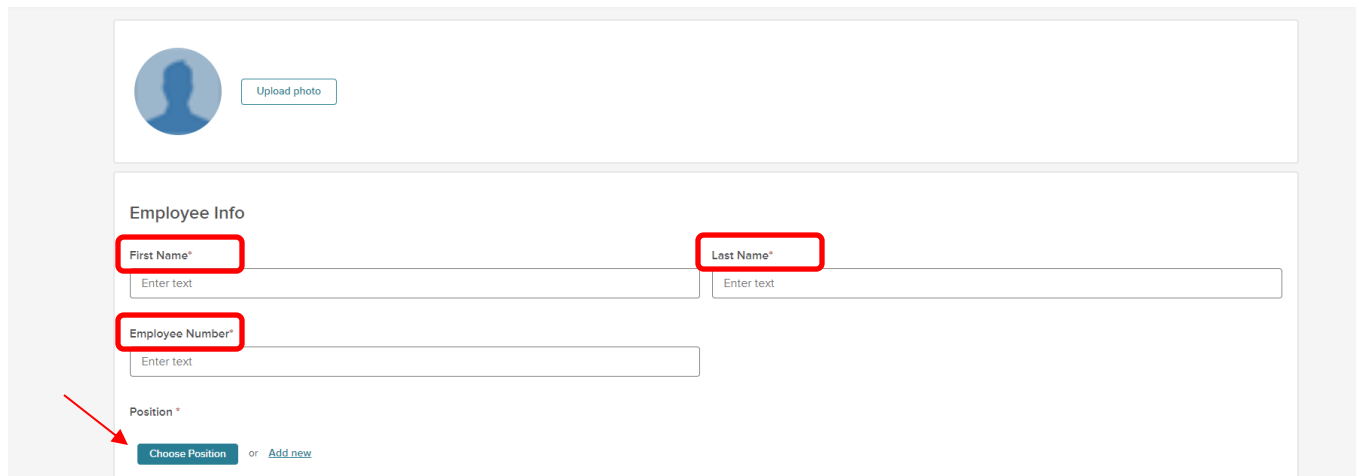


The screenshot shows the NeoGov Onboard dashboard for user Gloria Villarreal. The top navigation bar includes 'NEOGOV ON Onboard', a search bar, and user information. The main content area is divided into 'My Tasks' and 'Onboard Progress Report'. A red circle highlights a '+' icon in the top right corner, which has opened a dropdown menu with the following options: Employee, Task, Department, Division, Position, Position Type, and Checklist. The 'Employee' option is highlighted with a black background and white text.

**Step 2:** Complete only mandatory fields accented with an asterisk (\*). It is **required** to enter the Position Start Date. Please leave "Direct Manager" section blank.

- Employee # - Due to duplicate numbers in NeoGov, it is preferred that we use the employees' effective date in front of the last 4 digits of the Person ID listed in the Contact Information on the application. For example, 81320210000.
- Email – Always verify email address with employee, sometimes a different one is preferred than what is used on the new hire's applicant profile.
- Click Choose Position. Use one or more search fields to narrow down options. Select the applicable position by clicking on the Position Code. If the position is not found or title needs to be updated, please contact [HRMD Compensation Team](#)

### Add Employee



The 'Add Employee' form is shown with several fields highlighted in red boxes to indicate mandatory information:

- First Name\*** (text input field)
- Last Name\*** (text input field)
- Employee Number\*** (text input field)
- Position \*** (button labeled 'Choose Position' or 'Add new')

A red arrow points to the 'Choose Position' button.

## Adding a New Employee in NeoGov Onboard

### Hire Info

Hire Date	<input type="text" value="Select Date"/>	<b>Position Start Date*</b>	<input type="text" value="Select Date"/>
Separation Date	<input type="text" value="Select Date"/>	FTE*	<input type="text" value="1.00"/>

### Contact Info

Country	<input type="text" value="Search or browse"/>		
Address 1	<input type="text" value="Enter text"/>	Address 2	<input type="text" value="Enter text"/>
City	<input type="text" value="Enter text"/>	State/Province	<input type="text" value="Search or browse"/>
		Zip/Postal	<input type="text" value="Enter text"/>
Phone	<input type="text" value="Enter text"/>	<b>Email*</b>	<input type="text" value="Enter text"/>

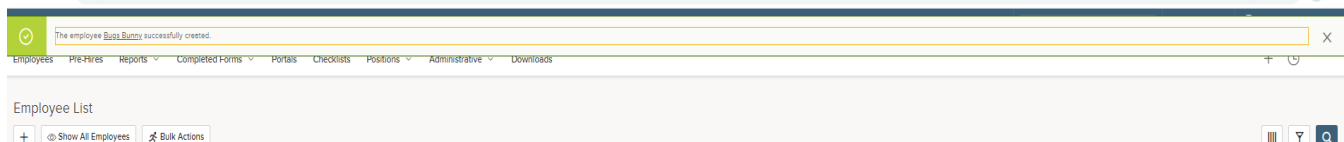
**Step 3:** After all required information has been entered, Click "Save."

Online Access User Account

Send Account Activation Email

Cancel **Save**

- A confirmation status bar will appear across the top of the screen.
  - ◆ If the confirmation status bar does not appear, double check the new hire's email address. Please reach out to [HRMD Compensation Team](#) for trouble shooting. The person may be a Travis County rehire or may have a NeoGov account elsewhere.



## Adding a New Employee in NeoGov Onboard

**Step 4:** Click on Employees to display the Employee List. Select the applicable employee (use search fields as needed).

The screenshot shows the NeoGov Onboard interface. The top navigation bar includes 'NEOGOV', 'ON Onboard', a search bar, and various menu items: 'Employees', 'Pre-Hires', 'Reports', 'Completed Forms', 'Portals', 'Checklists', 'Positions', 'Administrative', and 'Downloads'. A red arrow points to the 'Employees' menu item. Below the navigation bar is the 'Employee List' section, which includes a '+ Show All Employees' button and a 'Bulk Actions' button. The list contains several rows of employee data. A red arrow points to the row for employee 4567, Bugs Bunny, who is a Human Resources Analyst I.

	Photo	Employee #	Last Name	First Name	Direct Manager	Position	Position Start Date	Online Access	Active
<input type="checkbox"/>		27346161	Bullara	Anthony		Building Maintenance ...	09/11/2017	Deactivated	No
<input type="checkbox"/>		3069	Bullard	Angela		Elections Operations ...	09/25/2018	Deactivated	No
<input type="checkbox"/>		8295	Bumford	Caitlin		County/District Clerk ...	07/28/2021	Activated	Yes
<input type="checkbox"/>		8220	Bunker	Phillip		Elections Early Voting ...	02/16/2018	Deactivated	Yes
<input type="checkbox"/>		0543	Bunns	Tammie		Non employee	07/26/2021	Activated	Yes
<input type="checkbox"/>		4567	Bunny	Bugs		Beta Test postions	08/16/2021	Activated	Yes
<input type="checkbox"/>		60178	BURCHETT	ALEXI		Corrections Specialist	11/02/2020	Deactivated	Yes
<input type="checkbox"/>		2016	Burgess	Clyde		Planner	02/16/2017	Deactivated	No
<input type="checkbox"/>		78231	Burgess	LaTonya		Human Resources An...	07/02/2018	Deactivated	Yes

**Step 5:** Click the icon, then click Assign Checklists in the drop-down menu, and select Assign Checklists.

The screenshot shows the 'Employee Details' page for Bugs Bunny. The page includes a profile picture, name, and title. Below this is a 'Tasks' section with a table that currently shows 'No items to display'. A red circle highlights the 'Assign Checklists' option in the drop-down menu that appears when the gear icon is clicked.

**Employee Details:**

- Employee #: 000012345
- Email: bugsbunny@gmail.com
- Position: Human Resources Analyst I
- Address: 555 Carrot Rd, Austin, TX, US 78745
- Phone: [Redacted]
- Active: Yes
- Class Spec: HUMAN RESOURCES ANALYST I
- Department: Human Resource Management
- Division: [Redacted]
- Position Type: [Redacted]
- Online Access: Send Activation [Redacted]
- Hire Date: 08/26/2021
- Position Start Date: 08/26/2021
- Separation Date: [Redacted]

**Tasks:**

Subject	Related To	Task Status	Task Type	Due Date	Updated On	Actions
No items to display						

## Adding a New Employee in NeoGov Onboard

**Step 6:** Check the box next to the applicable checklist (any additional forms such as parking permit, etc. can also be selected if needed), then click Assign.

The screenshot shows the 'Assign Checklists' dialog box. At the top right, there are 'Cancel' and 'Assign' buttons. A red arrow points to the 'Assign' button. The main area contains a table with the following data:

Title
<input type="checkbox"/> Non-Employee Checklist
<input type="checkbox"/> Standard Employee Checklist
<input type="checkbox"/> Temporary Employee Checklist
<input checked="" type="checkbox"/> Test HRMD Checklist

At the bottom of the dialog, there is a pagination control showing '6 - 9 of 9 items' and 'Items per page 5'.

**Step 7:** Click OK to confirm the selected checklist or Cancel to reassign. A confirmation bar will appear.

The screenshot shows the NeoGov Onboard interface with a confirmation dialog box. The dialog text reads: 'onboard.neogov.com says Are you sure you want to assign the selected checklists to the employee?'. There are 'OK' and 'Cancel' buttons. In the background, the 'Assign Checklists' dialog is visible, showing the 'Test HRMD Checklist' selected.

The screenshot shows the 'Employee Details' page for 'Bugs Bunny'. The page displays the following information:

**Employee Information:**

- Employee #: 4587
- Email: gloris417@yahoo.com
- Position: Beta Test positions
- Address: 3000 South Congress, Austin, TX, US 78704
- Phone: 512-551-5131
- Active: Yes

**Class Spec:**

- Department: Human Resource Management
- Division:
- Position Type:
- Online Access: Send Activation
- Hire Date: 09/01/2021
- Position Start Date: 09/01/2021
- Separation Date:

**Tasks:**

Subject	Related To	Task Status	Task Type	Due Date	Updated On	Actions
Complete General Information Form	Bugs Bunny	Hidden	Form	08/27/2021	08/10/2021	<a href="#">Edit</a> <a href="#">Delete</a>
Complete New Employee Data Sheet	Bugs Bunny	Hidden	Form	08/27/2021	08/10/2021	<a href="#">Edit</a> <a href="#">Delete</a>
Sign Notice of HIPAA Special Enrollment R...	Bugs Bunny	Hidden	Form	08/27/2021	08/10/2021	<a href="#">Edit</a> <a href="#">Delete</a>
Sign Notice of Privacy Practices	Bugs Bunny	Hidden	Form	08/27/2021	08/10/2021	<a href="#">Edit</a> <a href="#">Delete</a>
Complete Form I-9	Bugs Bunny	Hidden	Form	08/29/2021	08/10/2021	<a href="#">Edit</a> <a href="#">Delete</a>

## Adding a New Employee in NeoGov Onboard

➤ Scroll down to view all checklist items now visible under Tasks.

The screenshot shows the 'Tasks' section of the NeoGov Onboard interface. The left sidebar displays the user profile for 'Bugs Bunny' with the role 'BETA TEST POSITIONS'. The main content area shows a table of tasks:

Subject	Related To	Task Status	Task Type	Due Date	Updated On	Actions
Complete General Information ...	Bugs Bunny	Completed	Form	08/11/2021	08/11/2021	
Complete New Employee Data ...	Bugs Bunny	Completed	Form	08/11/2021	08/11/2021	
Sign Notice of HIPAA Special E...	Bugs Bunny	Completed	Form	08/11/2021	08/11/2021	
Sign Notice of Privacy Practices	Bugs Bunny	Completed	Form	08/11/2021	08/11/2021	
Complete Form I-9	Bugs Bunny	Completed	Form	08/13/2021	08/11/2021	

Below the table is a 'Notes & Attachments' section. A pagination indicator at the bottom right shows '1 - 5 of 5 items'.

**Step 8:** Click Send Activation under Employee Details.

The screenshot shows the 'Employee Details' page for 'Bugs Bunny'. The page contains the following information:

- Employee #: 000012345
- Email: bugsbunny@gmail.com
- Position: Human Resources Analyst I
- Address: 555 Carrot Rd, Austin, TX, US 78745
- Phone: [blank]
- Active: Yes
- Class Spec: HUMAN RESOURCES ANALYST I
- Department: Human Resource Management
- Division: [blank]
- Position Type: [blank]
- Online Access: Send Activation
- Hire Date: 08/26/2021
- Position Start Date: 08/26/2021
- Separation Date: [blank]

A red arrow points to the 'Send Activation' button.

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

The screenshot shows the 'Employee Details' page with a confirmation status bar at the top. The status bar is a yellow bar with a green checkmark icon on the left and the text 'Activation email sent to glorielle7@yahoo.com.' on the right. A red arrow points to the green checkmark icon. Below the status bar, the 'Employee Details' page is visible, showing the same information as the previous screenshot, but with a different employee: Employee #: 4567, Email: glorielle7@yahoo.com, Position: Beta Test positions, Address: 3000 South Congress, Austin, TX, US 78704, Phone: 512-551-5151, Active: Yes, Class Spec: [blank], Department: Human Resource Management, Division: [blank], Position Type: [blank], Online Access: Send Activation , Hire Date: 09/01/2021, Position Start Date: 09/01/2021, Separation Date: [blank].

## Adding a New Employee in NeoGov Onboard

- ❖ Click Onboarding to view Checklist status for the individual.

NEOGOV Onboard

Employees Pre-Hires Reports Completed Forms Portals Checklists Positions Administrative Downloads

Bugs Bunny  
BETA TEST POSITIONS

Employee  
Onboarding

Travis County Onboarding Portal

Useful Links

- Benefits Guide (including holidays)
- Travis County Facebook
- Travis County Twitter
- Travis County YouTube Videos
- Travis County Precinct Maps

VIEW ALL >

Checklist Preview Checklist Timeline 83%

- Complete I-9 Employer Section Due in 2 weeks
- Complete General Information Form ✓ Completed
- Complete New Employee Data Sheet ✓ Completed
- Sign Notice of HIPAA Special Enrollment Rights ✓ Completed
- Sign Notice of Privacy Practices ✓ Completed
- Complete Form I-9 ✓ Completed

VIEW ALL >

OR

- ❖ Click NEOGOV, then My Dashboard to view your Onboard Progress Report for all new hires.

NEOGOV Onboard

Employees Pre-Hires Reports Completed Forms Portals Checklists Positions Administrative Downloads

Tammi Jasper  
HUMAN RESOURCES ANALYST I

My Dashboard

Employee  
Onboarding

Introducing the 5 C's of Onboard

Learn more about each of the 5 C's to increase your percentage

40%

Turn Off Health Check Center

My Tasks

Current

No items to display

No items to display

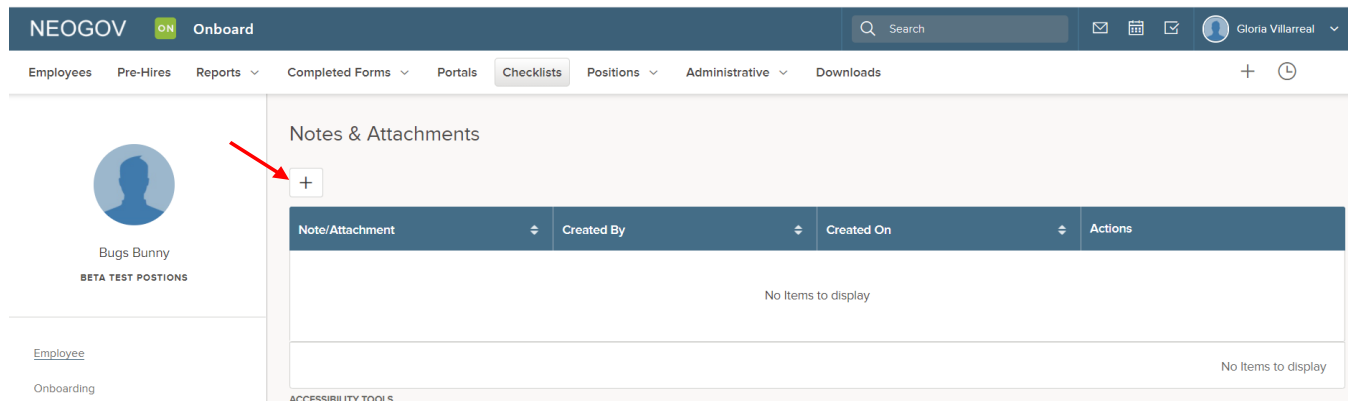
Onboard Progress Report VIEW ALL >

Employee #	Full Name	Position	Department Code	Department Name	Checklist Completion
1999	AJ Tester	Test Position (Training Only)	11	Human Resource Management	0%
TestingN2/20/2018	Non-Employee Testing	Non-Employee (HRMD)	11	Human Resource Management	0%
123456789	Test Employee	Non-Employee (HRMD)	11	Human Resource Management	0%

## Adding a New Employee in NeoGov Onboard

**Step 8:** Once New Employee has been added to NEOGOV, please make sure to add all pertinent information needed such as copy of application, SSC, I-9 documents, etc. under “Notes and Attachments.” Click on (+), then + Attachment to upload documents. After New Hire has completed all essential forms, and all required documents have been submitted under “Notes and Attachments, a PAF can be submitted by department, and processing can take place.

➤ [Completing Section 2 of Form I-9 in NeoGov Onboard.pdf \(traviscountytx.gov\)](#)



The screenshot shows the NeoGov Onboard interface. The top navigation bar includes the logo, a search bar, and user information for Gloria Villarreal. Below the navigation bar, there are several menu items: Employees, Pre-Hires, Reports, Completed Forms, Portals, Checklists, Positions, Administrative, and Downloads. The main content area is titled 'Notes & Attachments' and features a profile card for 'Bugs Bunny' with the role 'BETA TEST POSITIONS'. A red arrow points to a '+' button in the top left corner of the 'Notes & Attachments' section. Below this button is a table with columns for 'Note/Attachment', 'Created By', 'Created On', and 'Actions'. The table currently displays 'No Items to display'.

Note/Attachment	Created By	Created On	Actions
No Items to display			