

NEOGOV

EFORMS



COMPLY

Employee document and workflow management software that helps you easily create online forms, manage documents, and build seamless workflows in minutes.

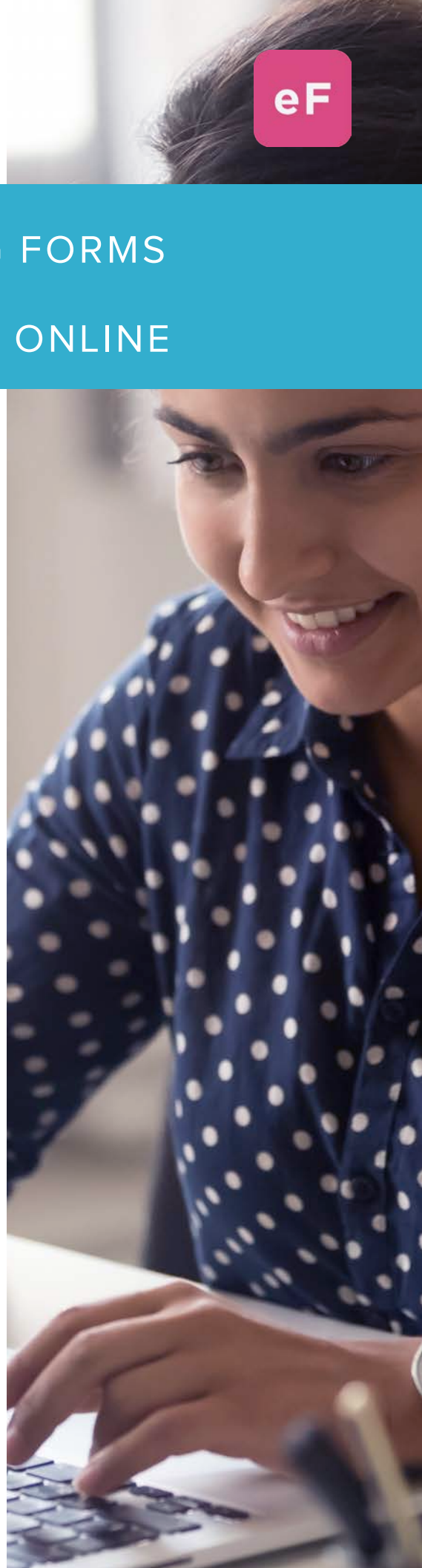
PUT AN END TO CHASING FORMS – *by managing your* – FORMS AND WORKFLOWS ONLINE

Never lose a form or manage deadlines with spreadsheets again with NEOGOV's employee document management solution, eForms. Easily build seamless routing workflows in minutes and create online forms to handle everything from complex life events to simple parking forms. Make organization easy by managing all employee documents electronically and storing all completed forms in an employee personnel file.

Manage employee documents with ease through automated distribution, submission, tracking, and approval of HR forms. Protect sensitive HR data by setting different user roles and controlling permissions. Modernize your processes with customized digital workflows, routing, and eSignatures to eliminate paper and messy spreadsheets. Do away with manual processes and get more time to focus on strategic initiatives.

CREATED FOR YOU *and your employees*

- ✓ Build online forms in minutes
- ✓ Automate routing and reminders
- ✓ Employee document management



HIGHLIGHTED FEATURES

PROCESS & FORM BUILDER

Easily create forms and processes in order to accommodate simple or complex requirements. Processes can be self-initiated or automatically initiated on certain dates specified by HR. Automated email reminders help employees, managers, and HR stay on top of deadlines to ensure tasks are completed on time.

- Easily create forms and automate workflows
- Make all your forms available online
- Ensure public sector compliance

EMPLOYEE SELF-SERVICE

With eForms, you can allow employees to self-initiate processes and track statuses to completion. Save time by eliminating employee questions about the status of approval. Drive accountability through notifications and reporting, ensuring employees take actions.

- Enable employees to self-initiate processes
- Schedule notifications and reminders
- Track status of processes

EMPLOYEE DOCUMENT MANAGEMENT

eForms stores all documents the employee has completed throughout their employee lifecycle. Working cohesively with NEOGOV's other products, eForms acts as a central repository for any employee documents used within the product suite. For example, new hire forms from Onboard can be accessed in eForms.

- Accurate and consolidated records
- One central repository for employee paperwork
- Supports entire employee lifecycle

“This product is a huge game changer for HR.”

DEBORAH ERB
San Luis Obispo

IMPLEMENTATION



DISCOVERY

3 Weeks

KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

PHASES 1 & 2 INITIATION

5-6 Weeks

ADMIN TRAINING

Customers start learning the eForms system through a combination of self-paced training modules and demonstrations from the Implementation Consultant.

CONFIGURATION

The main elements of the platform are configured jointly by the client and Implementation Consultant, including form builder, process builder and the employee document management system.

PHASES 3 & 4 PRODUCTION

2-3 Weeks

TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the eForms system for going live.

TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions

Add-On Service: Remote training for end users available for purchase.

POST-PRODUCTION

Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.

Time to implement subject to change for agencies with more than 2,500 employees.