NeoGov Onboarding Manual

The NeoGov Onboarding module automates the issuance, completion and retrieval of the various forms that the new hire is required to complete. This module also includes any links to policies and new hire information. It gives full visibility into the progression of completion by the new hire and you can print completed forms.

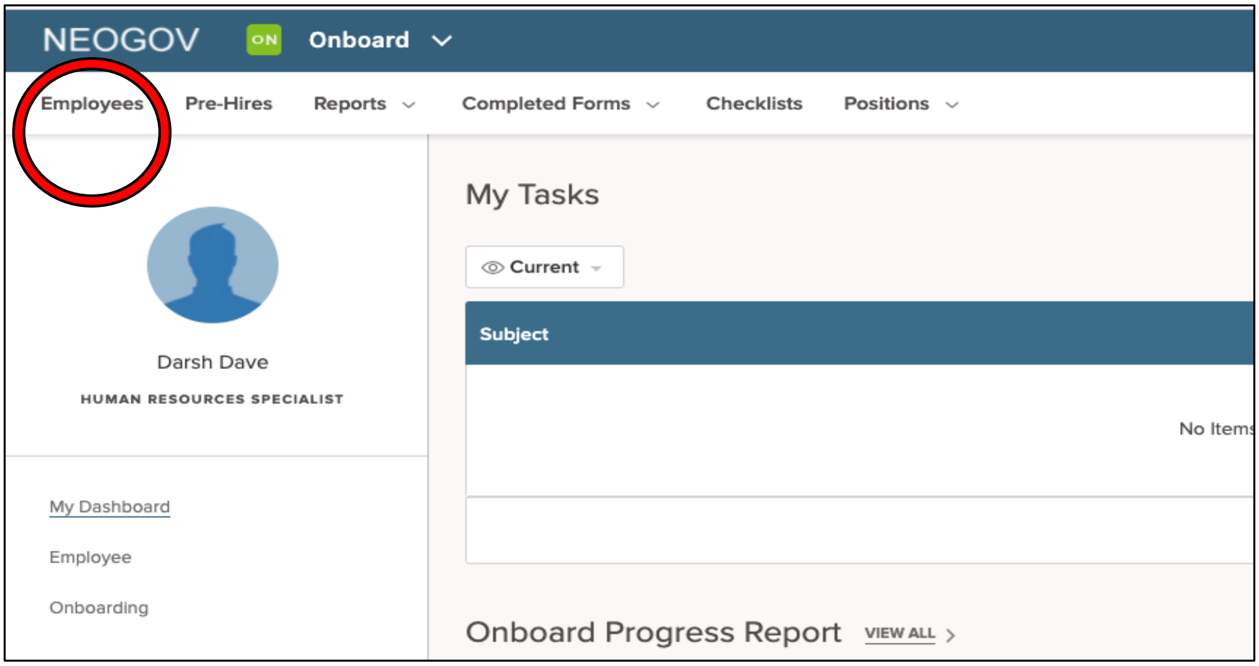
To login please enter the NeoGov Onboard URL (https://onboard.neogov.com) in your browser and then enter Username (UH email address) and Password.

[Recommended browsers:
- Google Chrome (version 47 and higher)
- Microsoft Edge (version 20 and higher)
- Microsoft Internet Explorer 11]

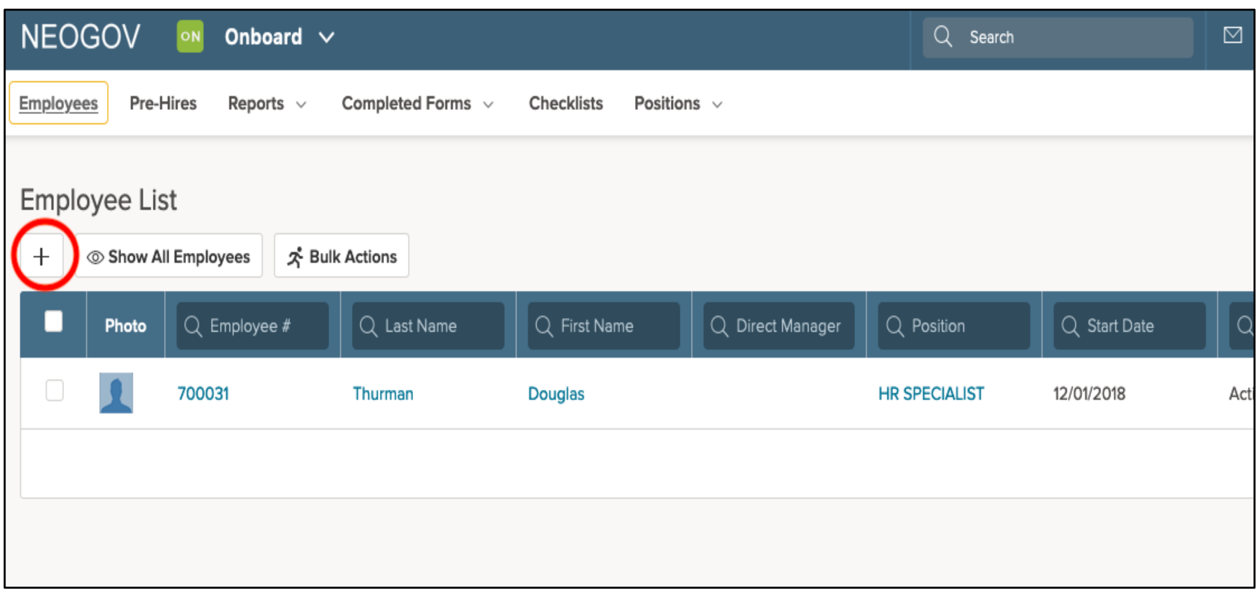
Topics:

To Add New Hire

1. Click “Employees” located on the top left corner of the screen

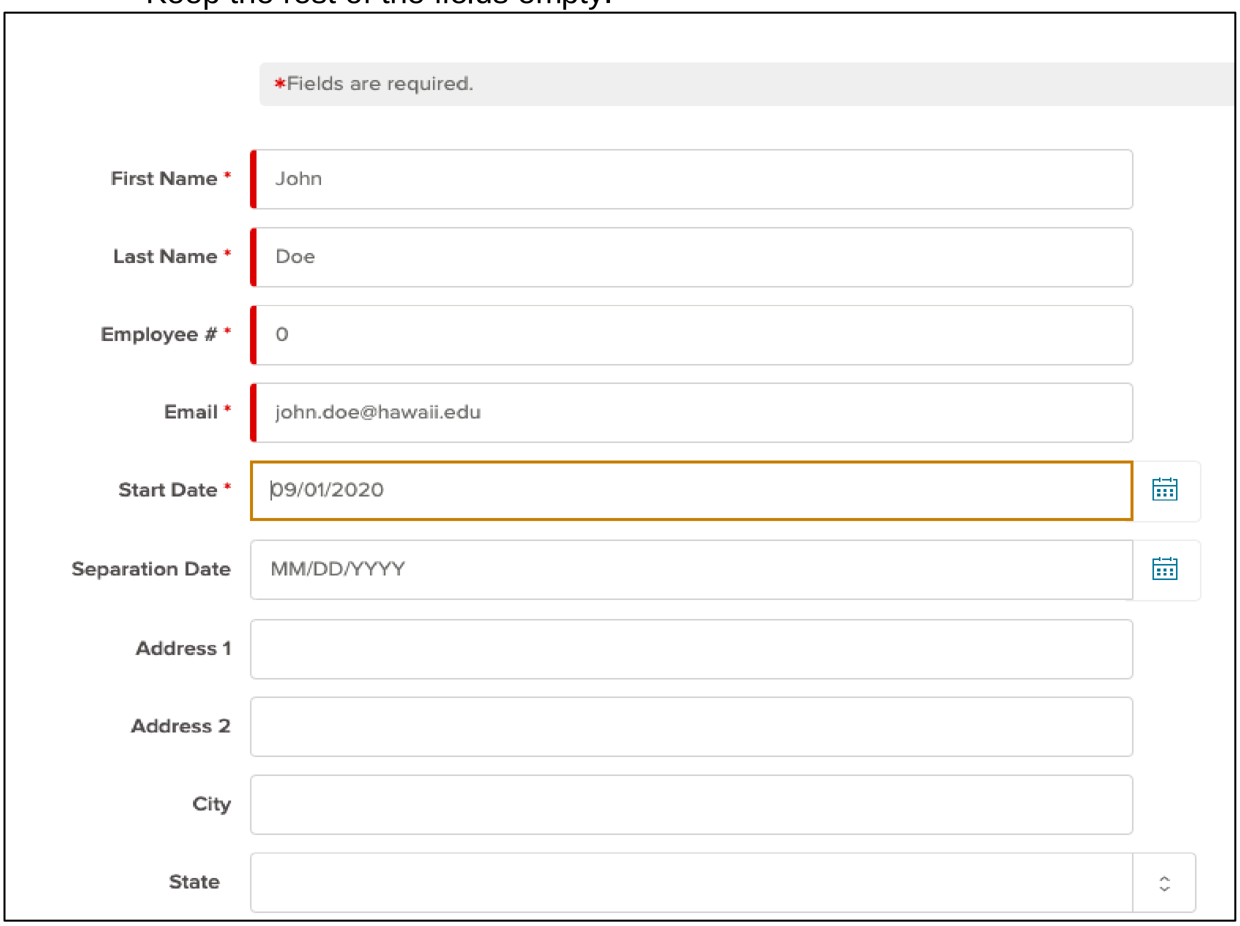


2. List of employees within your department/division will be displayed here. Click on the “+” button located left portion of the page.

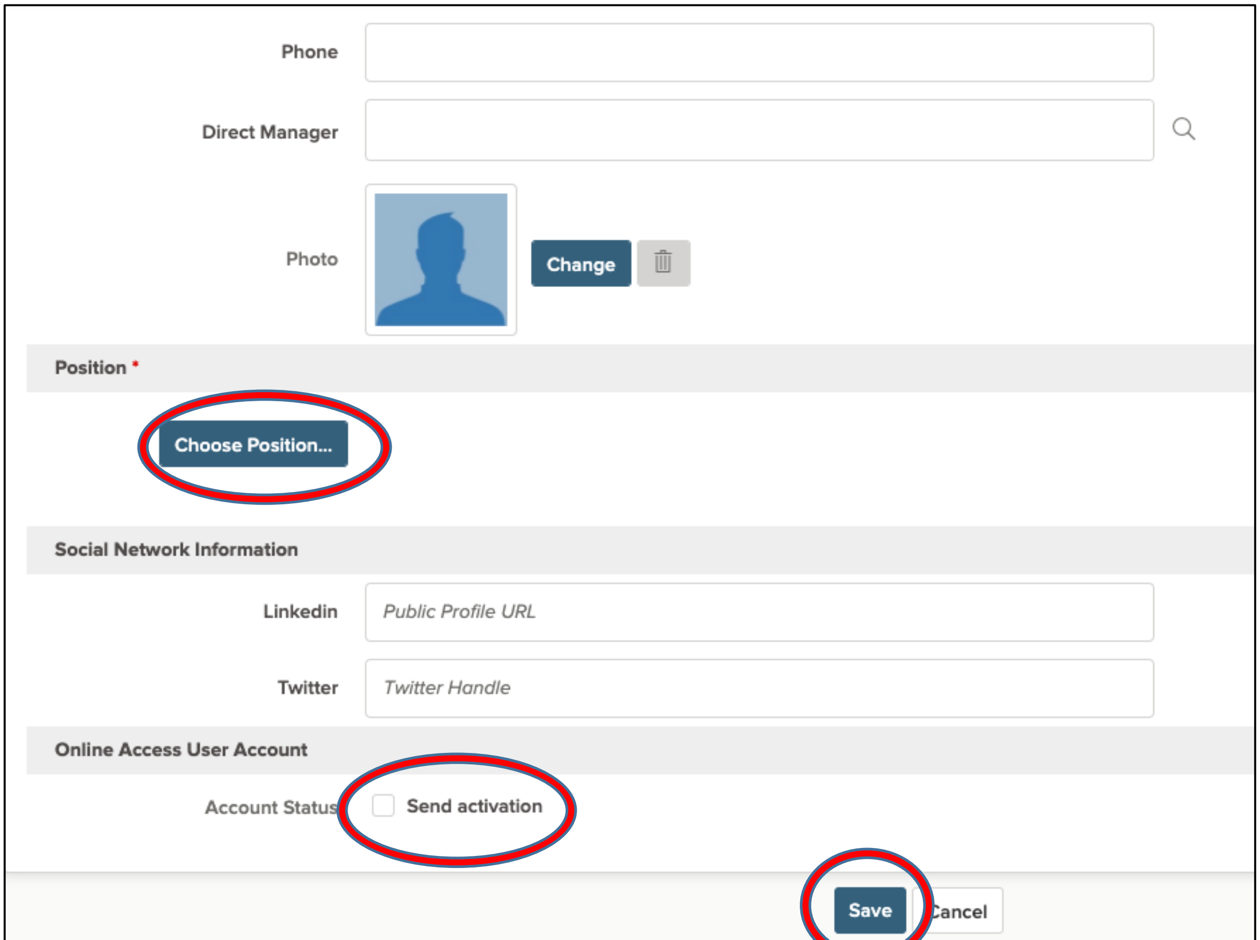


3. The “Add Employee” page will appear. Enter the following information into the fields:

- **First Name:** Enter legal first name
- **Last Name:** Enter legal last name
- **Employee #** Enter UH identification number
    - If you do not have UH identification number then contact HR staff to update it on your behalf
    - If the employee is hired by different campus, then enter “KapCC-<UH User Number>. (For example: if the UH user number is 12345678, then enter KapCC-12345678.
- **Email:**
    - If adding a new hire, use the email address the new hire provided on their application
    - If adding a re-hire, then use “@hawaii.edu” email address.
- **Start Date:**
    - This will determine the due date for assigned forms/tasks
    - For Fall Lecturers enter – 9/1/20xx
    - For Spring Lecturers enter – 1/15/20xx
    - For other employees enter – Actual Hire Date
- Keep the rest of the fields empty.



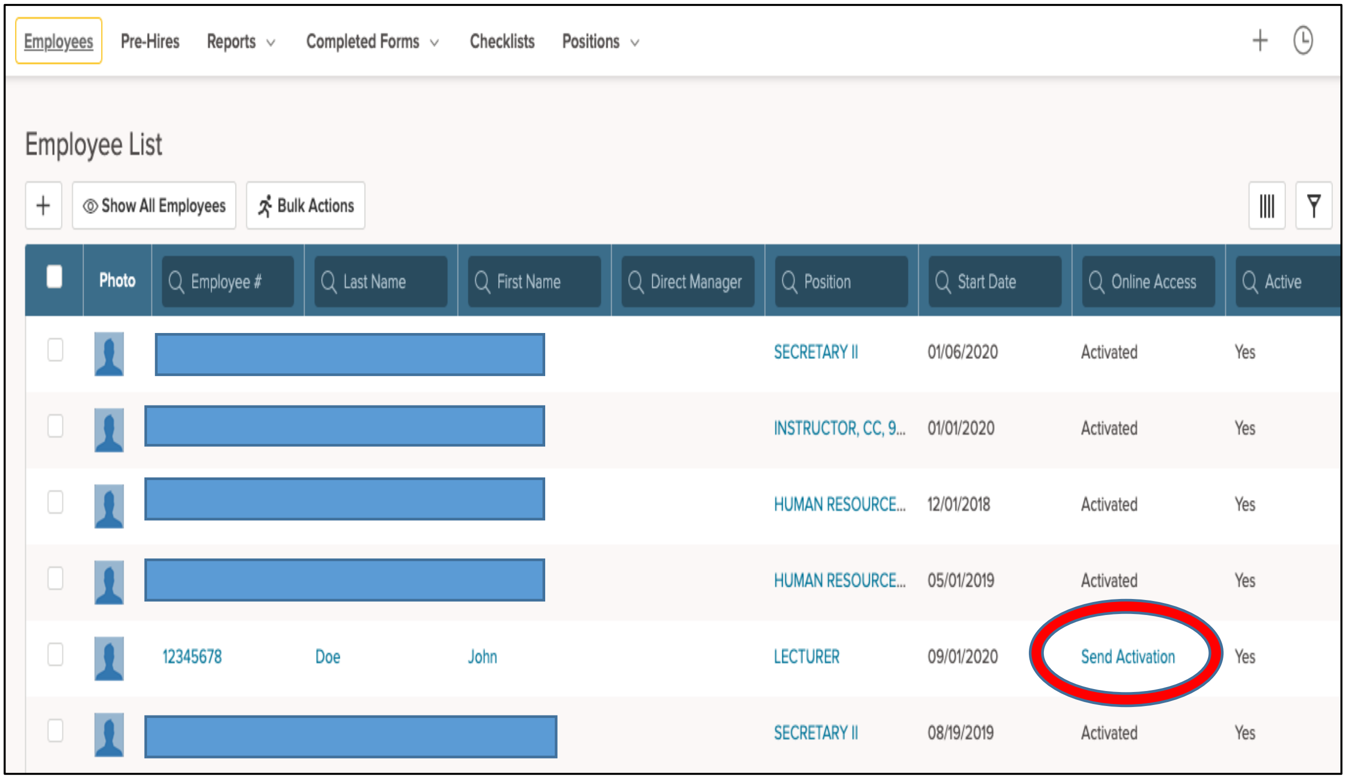
- Click “Choose Position” to locate new hire’s position number. *(Refer [Position Chart]() at the end of this manual)*
- Keep Social Network Information fields empty.
- Check the “Send Activation” box



4. Click “Save”

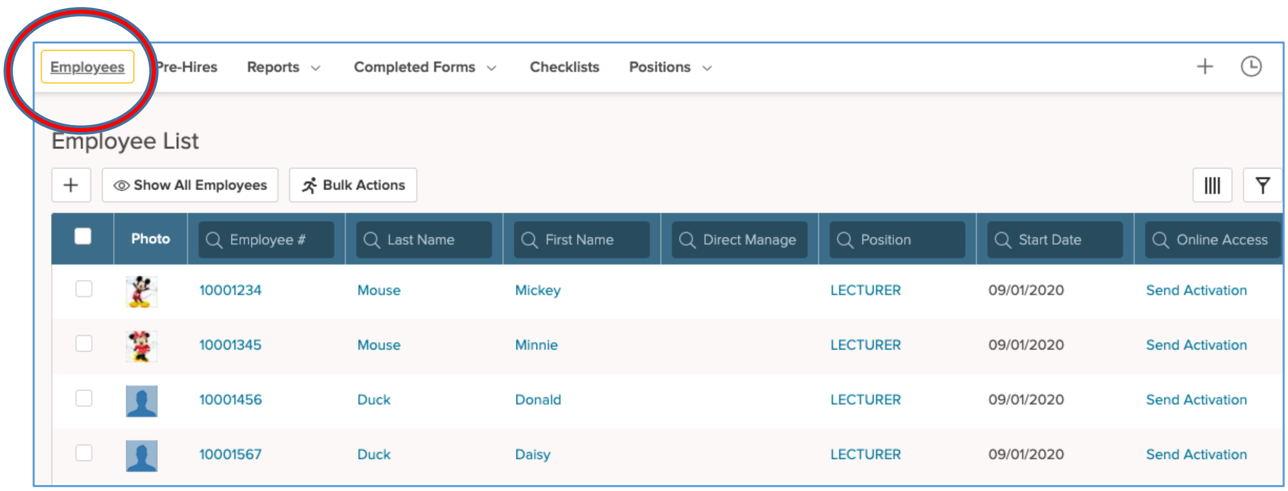
   An activation email will be sent to the new hire containing their username and a hyperlink to activate their account.
   NOTE: The hyperlink will expire after 5 days if account is not activated.
   If the employee doesn’t activate the account in 5 days then you need to send the activation link again.

To resend the activation link: Click on “Employee” tab (top right corner), scroll to the employee name and press “send activation” link.

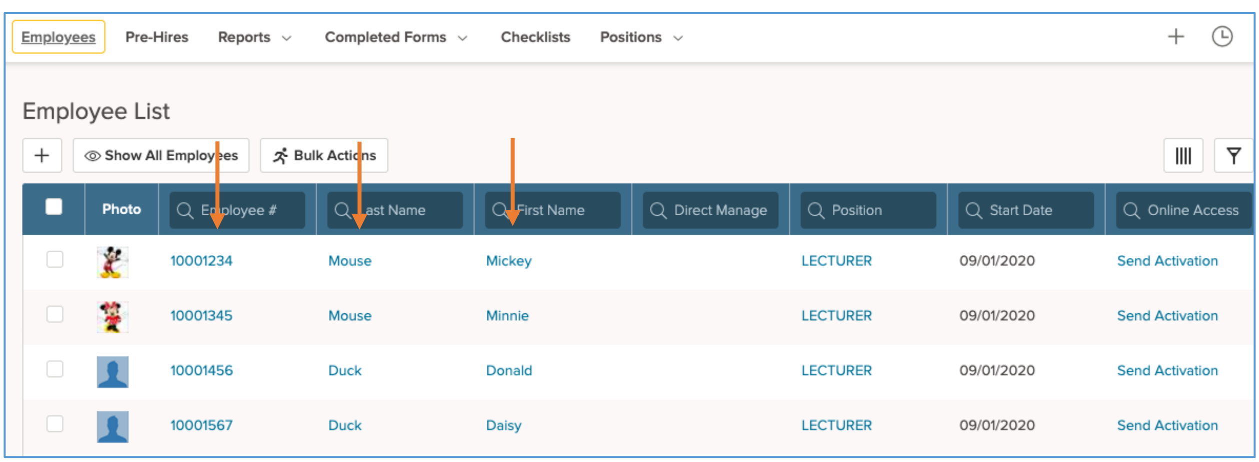


To Assign Checklist to New Hire

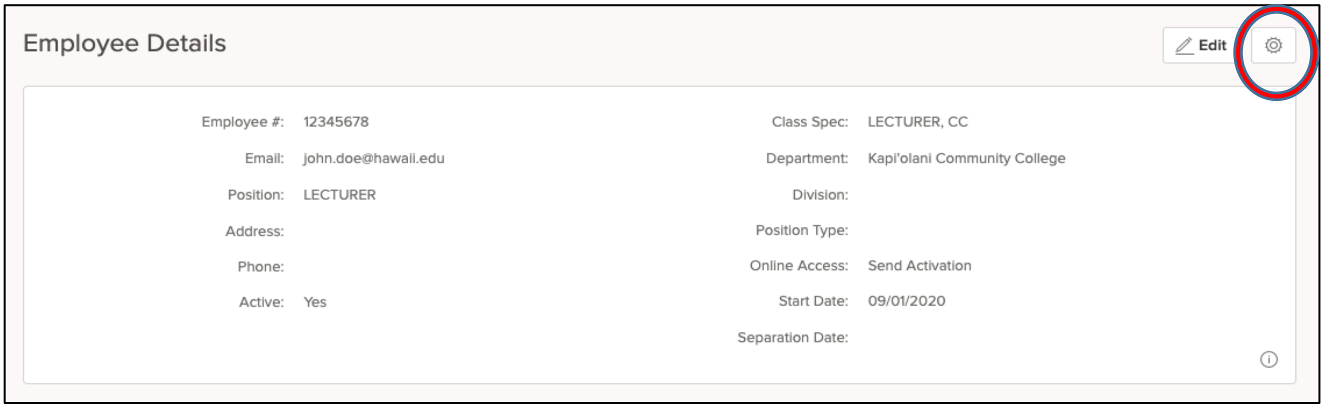
1. Click “Employees”, located on the top left corner of screen and “Employee List” page will be displayed.



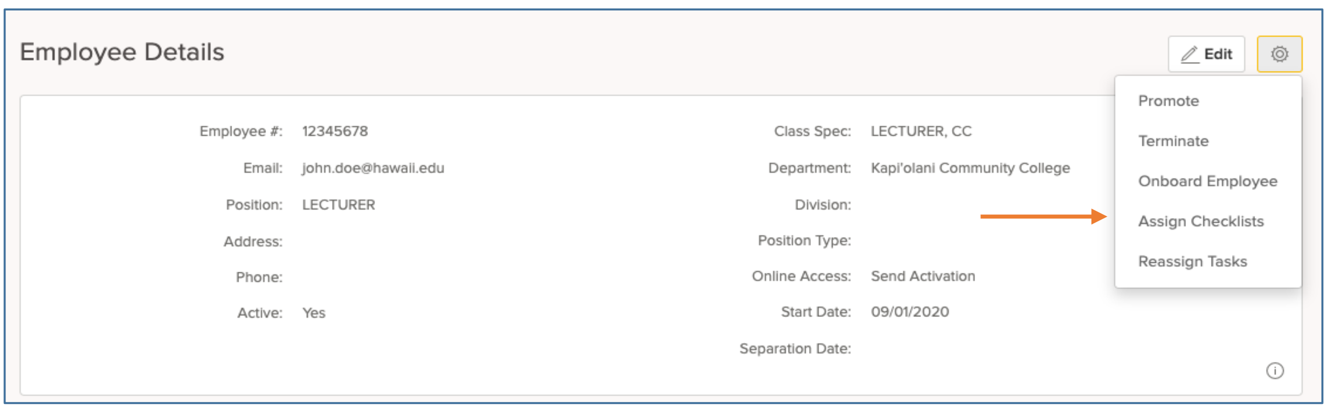
2. From displayed list of employees, click on either the “Employee #”, “Last Name”, or “First Name”.



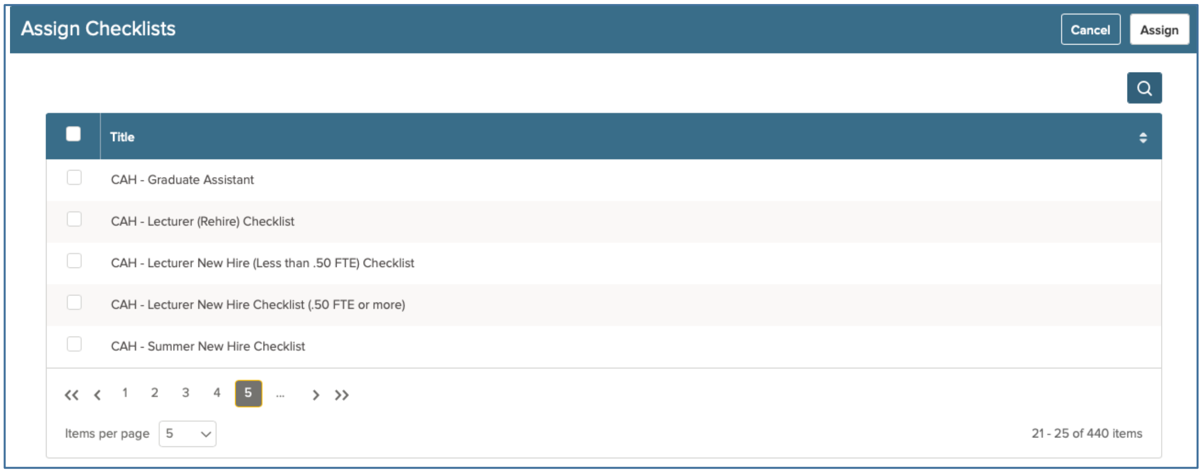
3. The Employee Details page will appear. Select the “gear” icon located in the right corner of the screen.



4. A dropdown menu will appear. Select “Assign Checklists”.

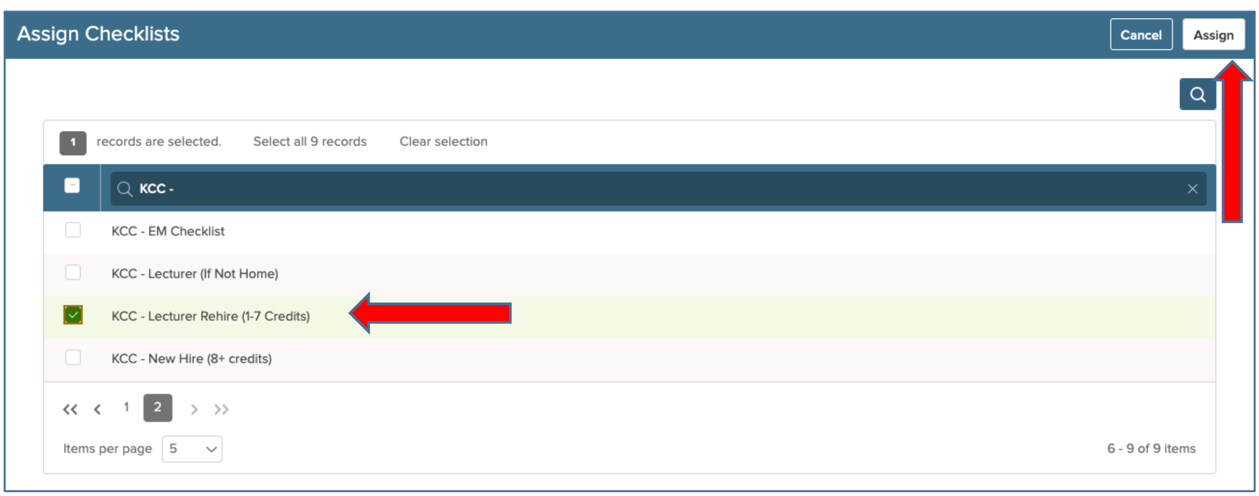


5. The “Assign Checklists” pop up window will appear listing all the checklists in the system.

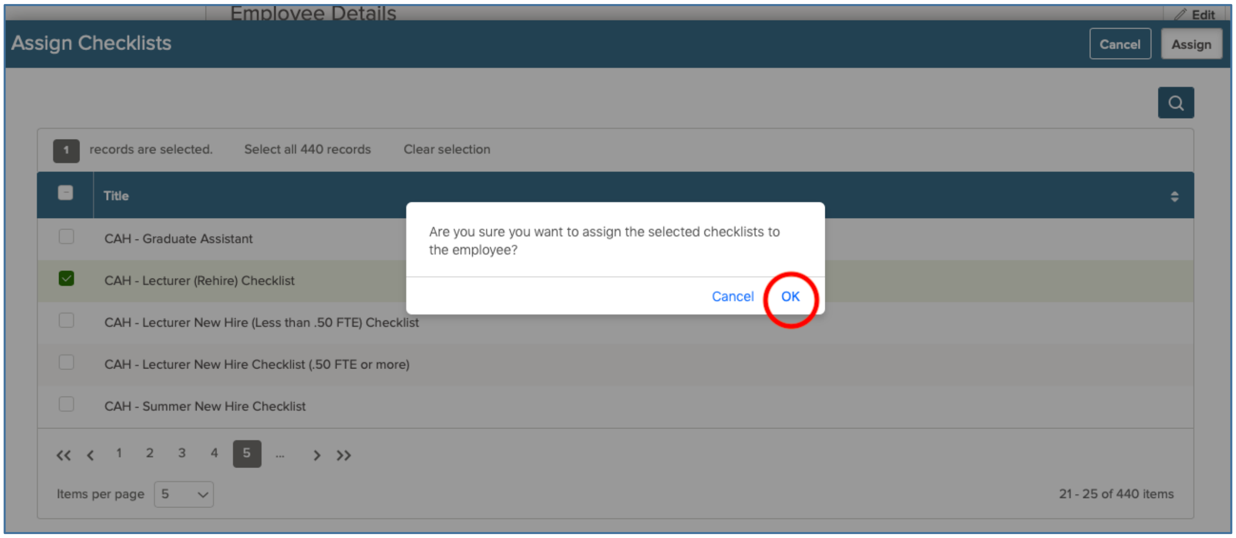


6. Click on “magnifying glass” icon and type the checklist you are looking for. Check the box(es) next to the checklists being assigned to the new hire. Then click “Assign" located at the top right corner. *(Refer Checklist Chart at the end of this manual)*

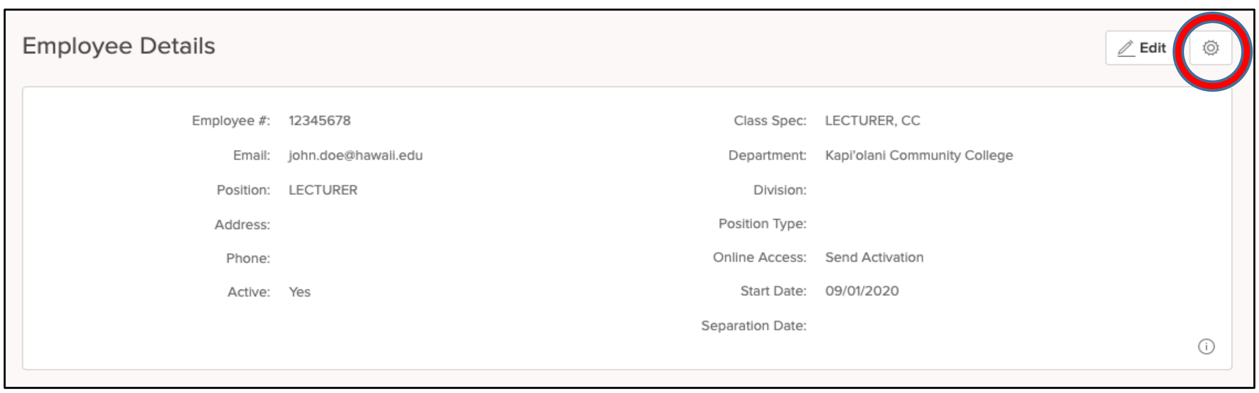
NOTE: If the checklist has already been assigned to the new hire or the checklist is blank, the checklist will not appear in the “Assign Checklists” pop up window.



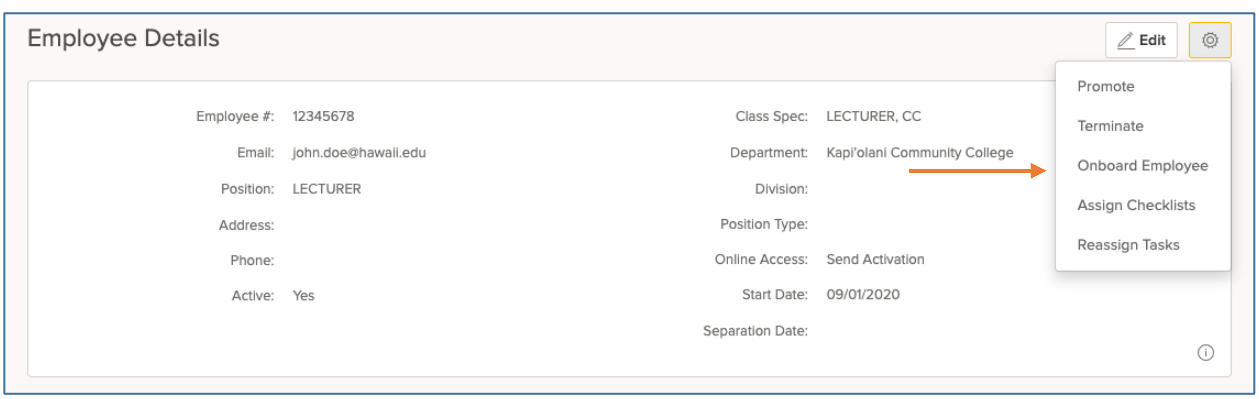
7. Click “OK” from the popup window.



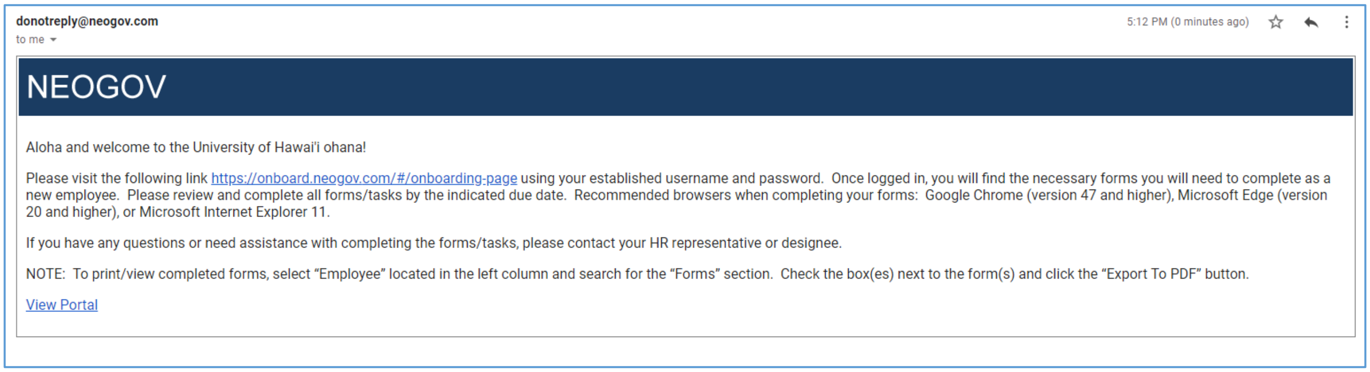
8. Then, select the “gear” icon again located at the top right portion of the screen



9. From the dropdown menu, select “Onboard Employee”.



10. This will assign the Employment Eligibility Verification (Form I-9) checklist to the new hire and will also trigger an auto generated email informing them to begin the onboarding process.



donotreply@neogov.com
to me

5:12 PM (0 minutes ago)

NEOGOV

Aloha and welcome to the University of Hawai'i ohana!

Please visit the following link https://onboard.neogov.com/#/onboarding-page using your established username and password. Once logged in, you will find the necessary forms you will need to complete as a new employee. Please review and complete all forms/tasks by the indicated due date. Recommended browsers when completing your forms: Google Chrome (version 47 and higher), Microsoft Edge (version 20 and higher), or Microsoft Internet Explorer 11.

If you have any questions or need assistance with completing the forms/tasks, please contact your HR representative or designee.

NOTE: To print/view completed forms, select “Employee” located in the left column and search for the “Forms” section. Check the box(es) next to the form(s) and click the “Export To PDF” button.

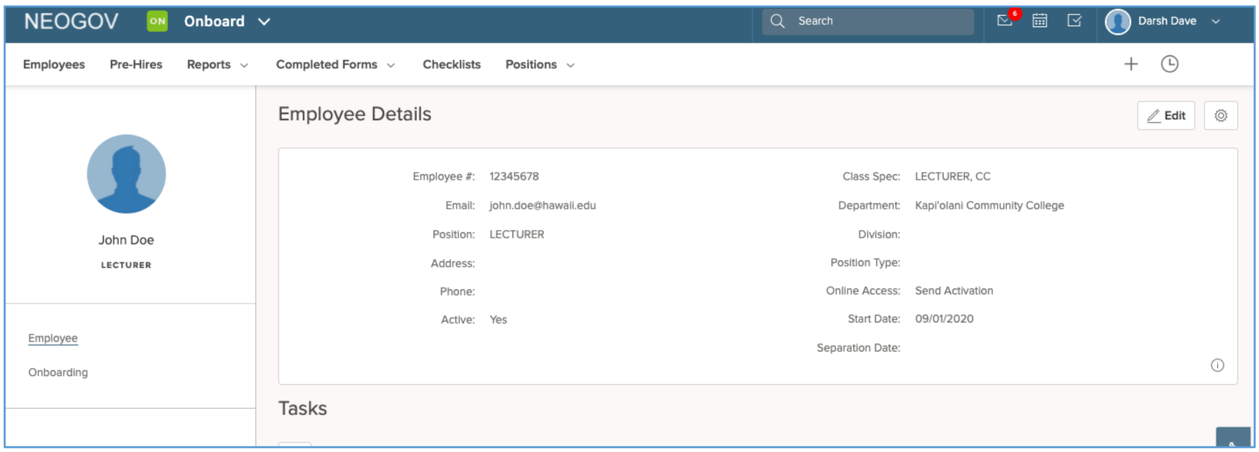
View Portal

To Lock/Unlock Forms

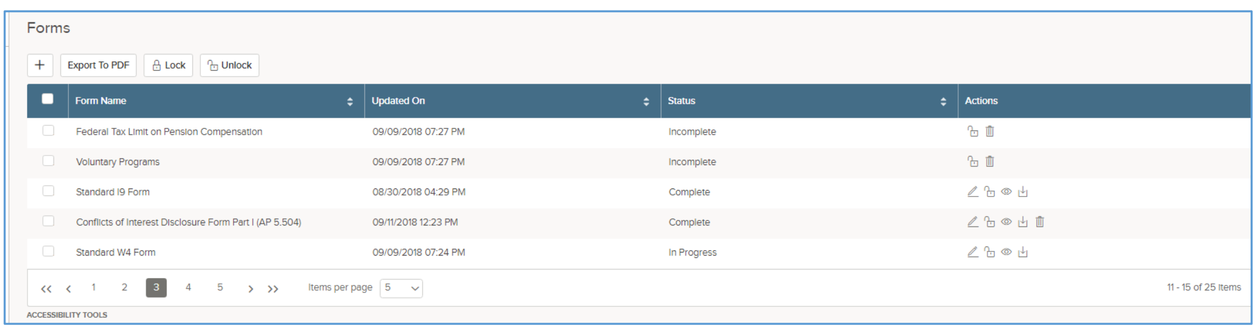
Recommendation: Forms should be locked once they are completed. This will prevent the new hire from amending the forms and allows the new hire to have “Read Only” access.

1. Click “Employees” located top left corner of page. The list of employees in your department/division will display. Select the employee by clicking the “Employee #”, “Last Name” or “First Name”.

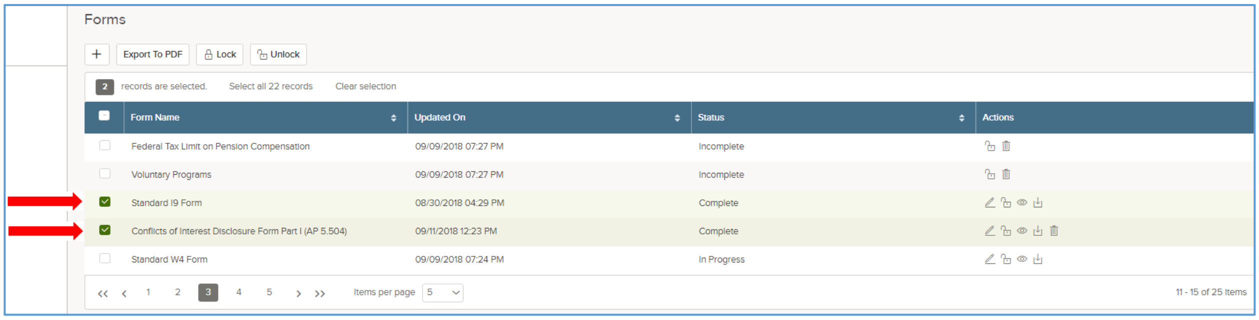
2. The “Employee Details” page will appear.



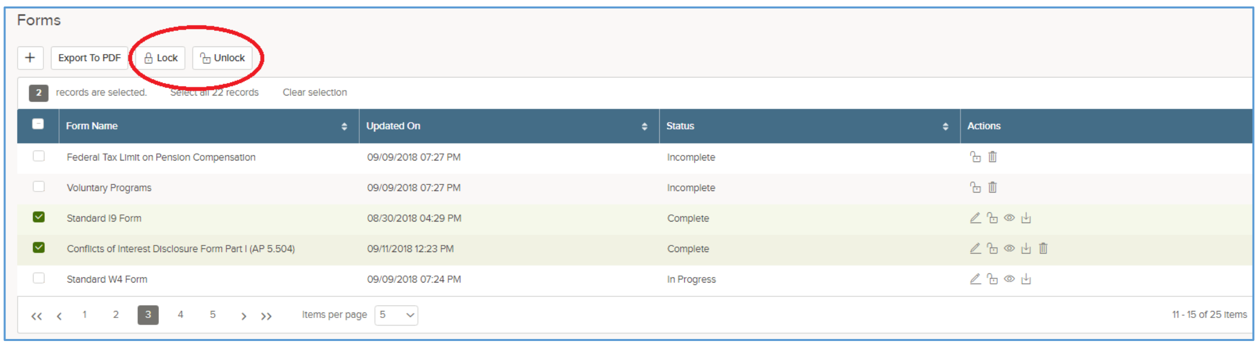
3. Scroll down and navigate to the “Forms” section (bottom of the page).



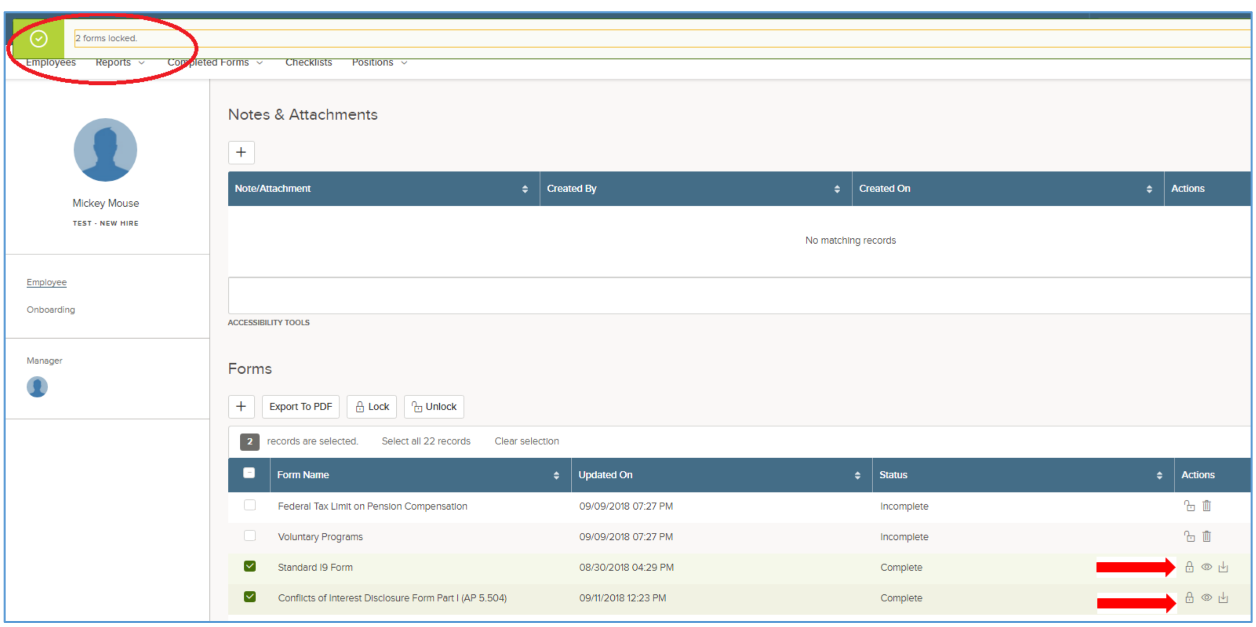
4. Check the box(es) next to the name(s) of the form(s) that need to be locked or unlocked.



5. After selecting the form(s), click the "Lock" or "Unlock" button.



6. A confirmation will appear. If the "Lock" button is selected, the lock icon in the "Actions" column will also change.

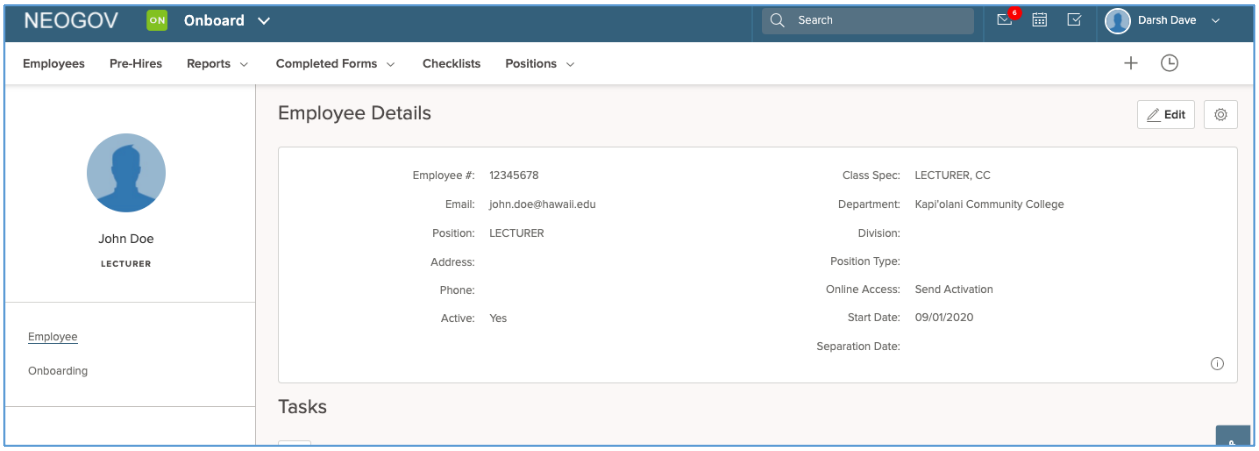


To Update/Edit/Delete Forms

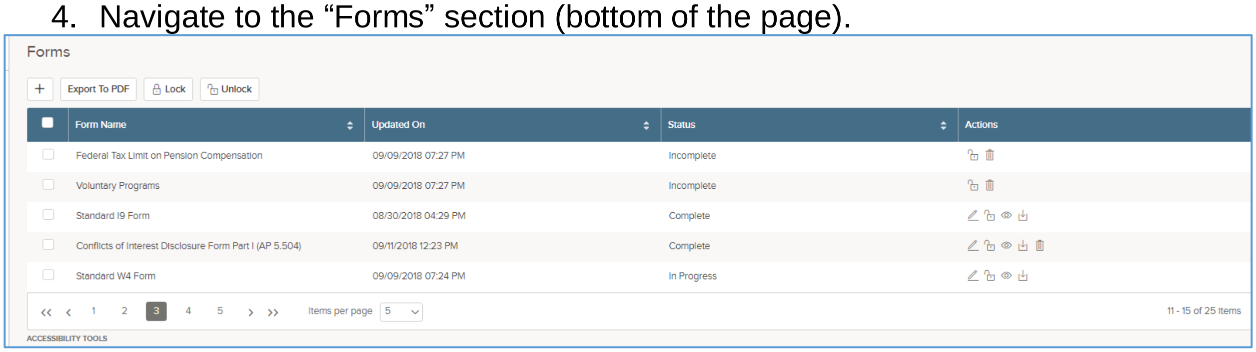
1. Click “Employees” located top left corner of page.

2. The list of employees in your department/division will display. Select the employee by clicking either the “Employee #”, “Last Name” or “First Name”.

3. The “Employee Details” page will appear.



4. Navigate to the “Forms” section (bottom of the page).



5. Depending on the status of the form, the following functions will be allowed using the icons in the “Actions” column:

ICON	FUNCTION
	Update/edit form (e-sign, input EIN, department address, etc.)
	Lock/unlock form. RECOMMENDATION: lock forms once status changes to “Complete”. This will prevent the new hire from amending forms and allows them to have read only access.

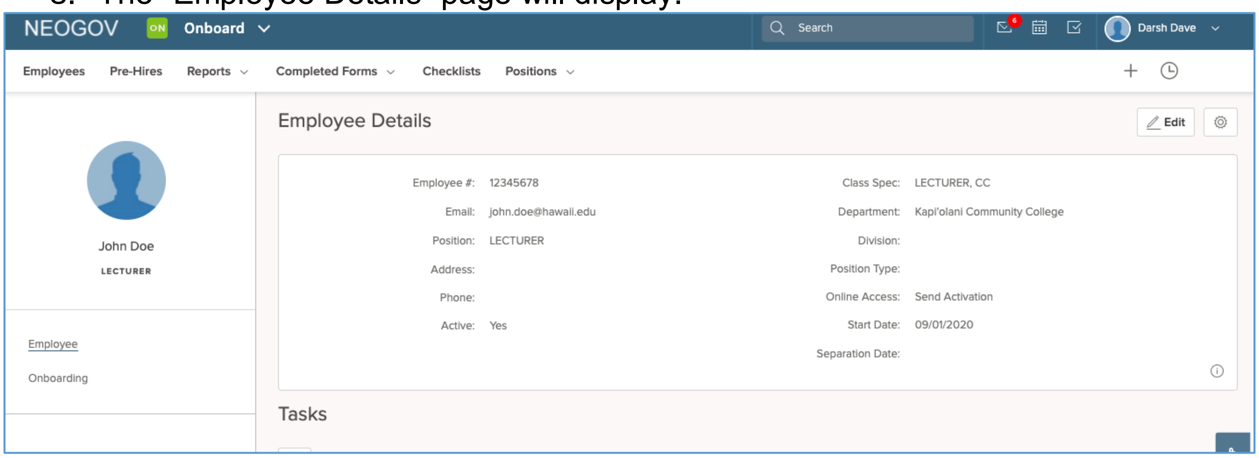
	View form as a PDF.
	Download form as a PDF. Ability to print once downloaded.
	Delete form. This will permanently delete the form from the new hire's Forms section.

To Download/Print Forms
(Status of form(s) must be "Complete")

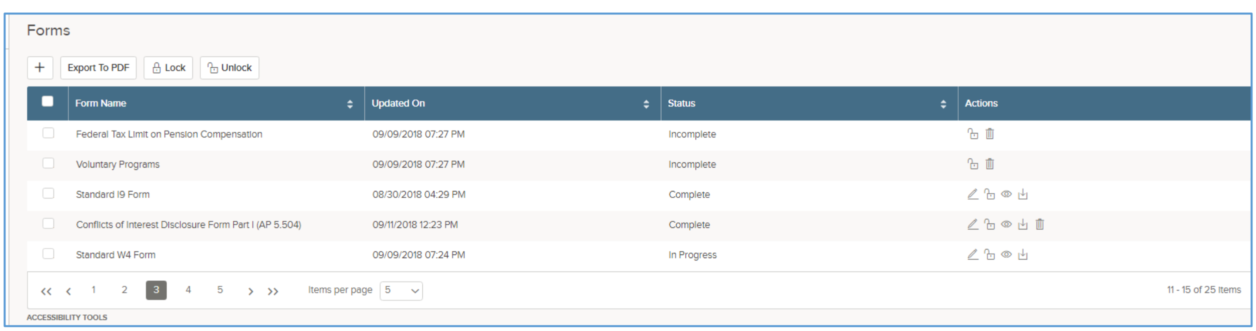
1. Click "Employees" located top left corner of page.

2. The list of employees in your department/division will display. Select the employee by clicking either the "Employee #", "Last Name" or "First Name".

3. The "Employee Details" page will display.

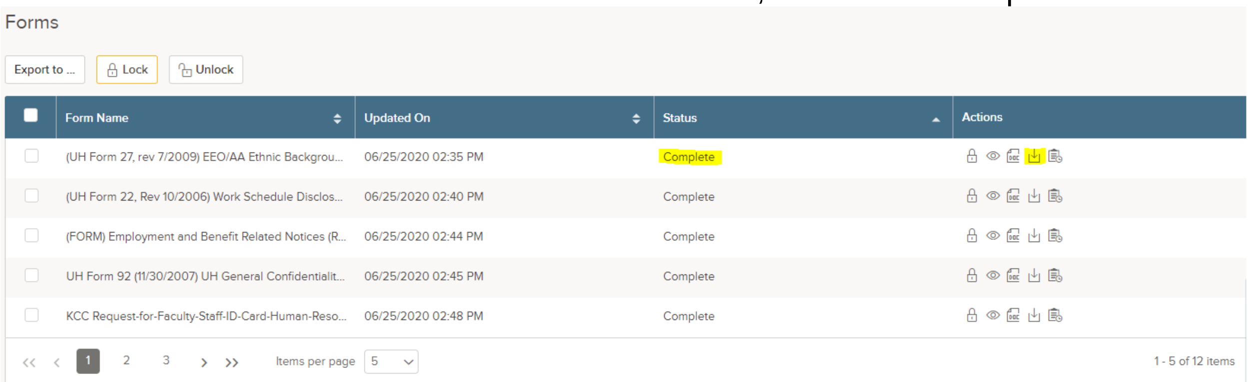


4. Locate the "Forms" section



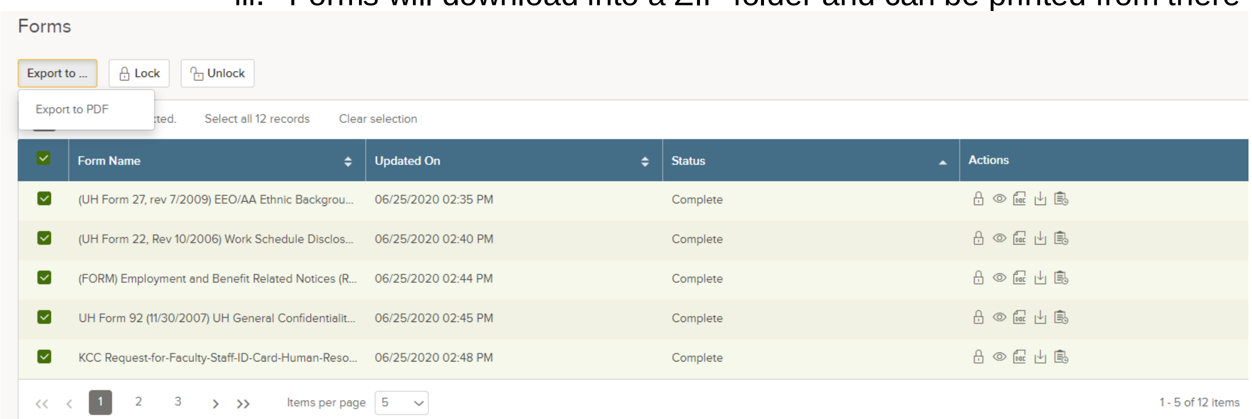
a. To individually print a form:

   i. Click the “Download” icon located in the “Actions” column
   ii. Once the form converts to a PDF, the form can be printed



b. To print multiple forms:

   i. Check the boxes next to the applicable form names
   ii. Click the “Export TO PDF” button *(may take some time to download)*
   iii. Forms will download into a ZIP folder and can be printed from there

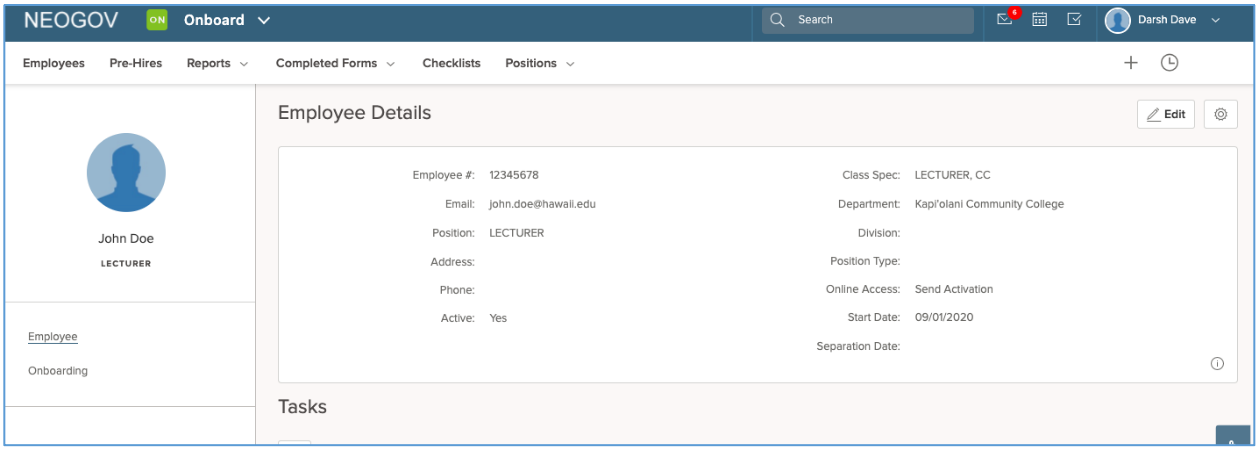


To Delete/Reassign Checklist

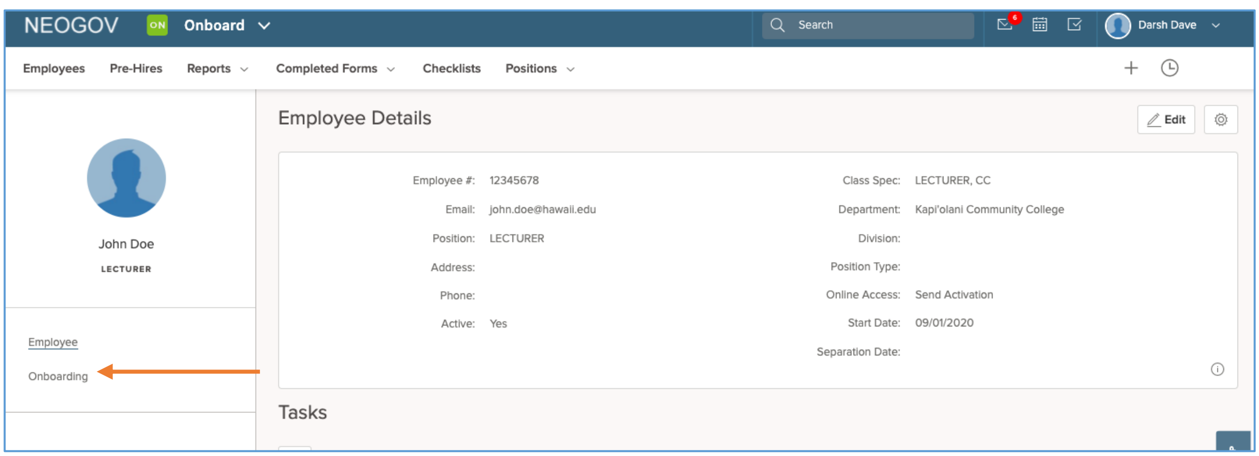
1. Click Employees located top left corner of page.

2. The list of employees in your department/division will display. Select the employee by clicking either the “Employee #”, “Last Name” or “First Name”.

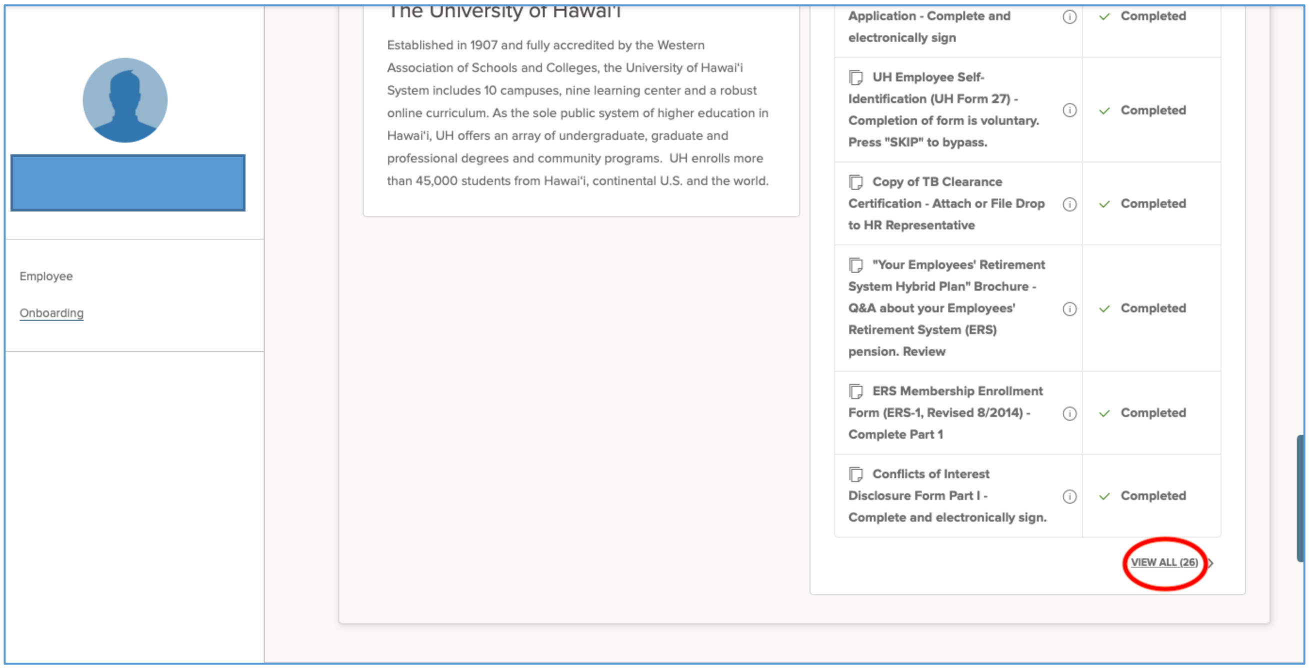
3. The “Employee Details” page will appear.



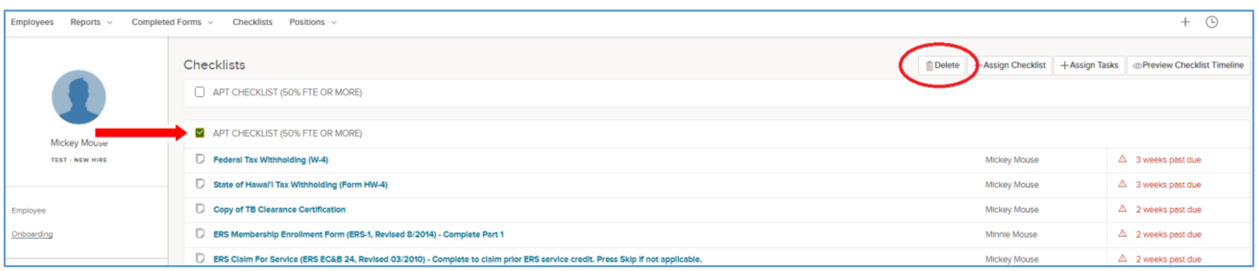
4. Select “Onboarding” located in the left column.



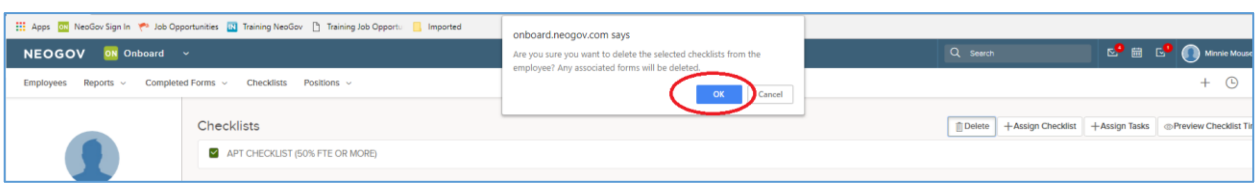
5. Select “View All” located bottom right corner under the title “Checklist”.



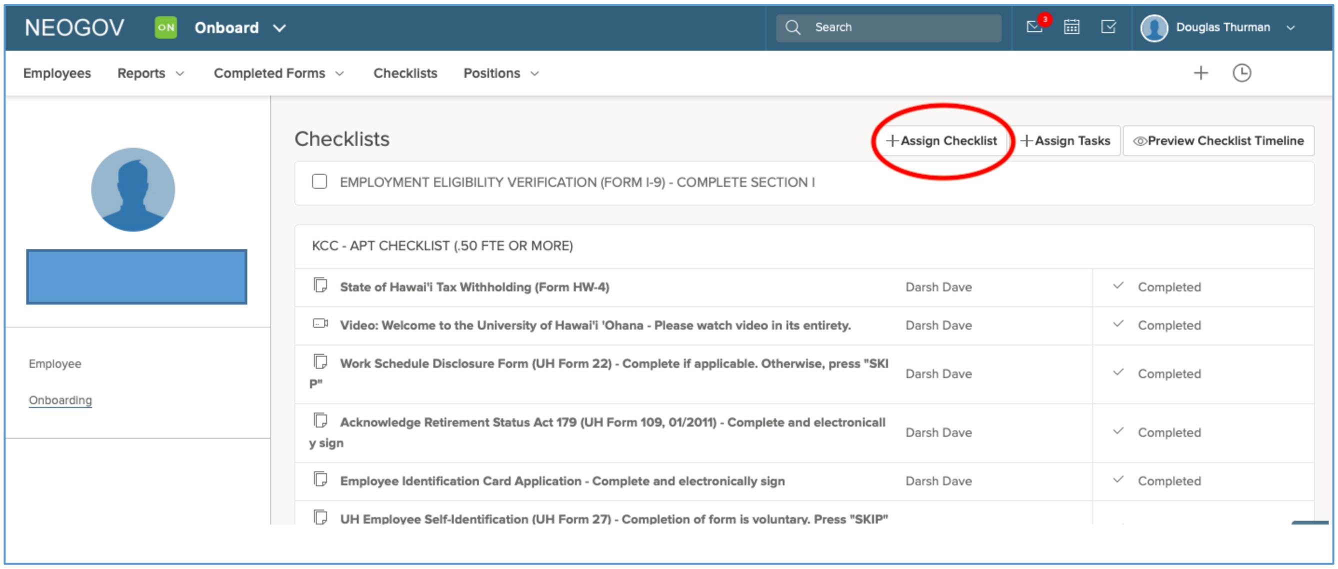
6. The “Checklists” page will appear. Select the check box next to the name of the checklist and click the “Delete” button located at the top right.



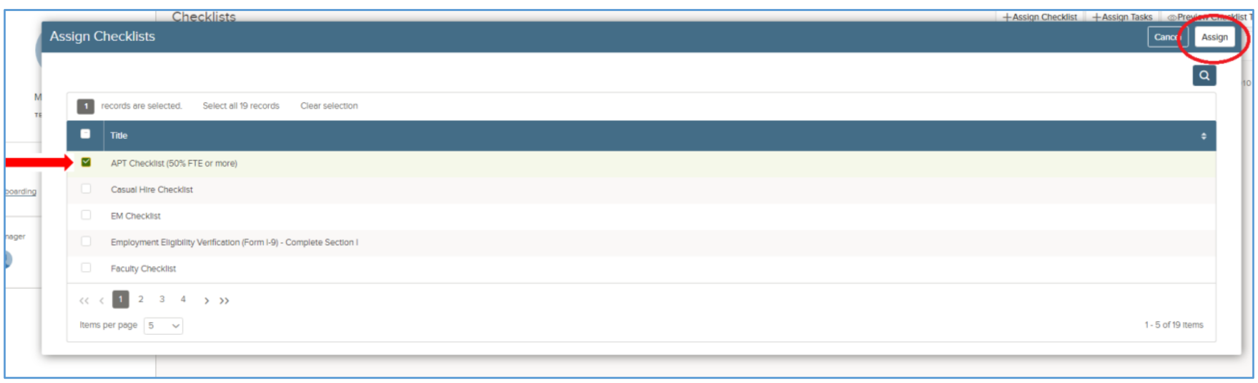
7. A confirmation message box will appear. Select “OK”.



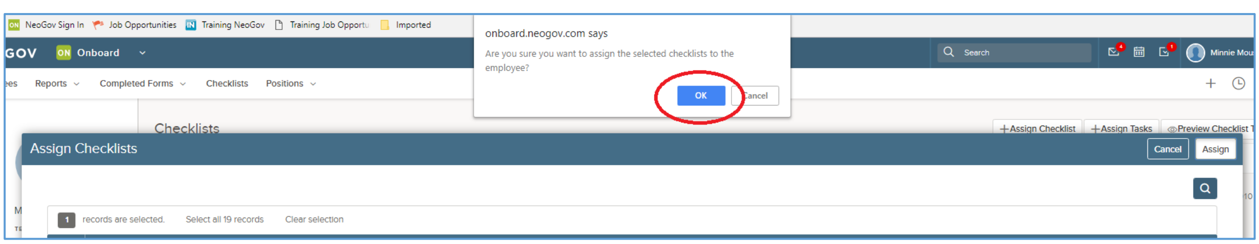
8. To reassign a checklist (if applicable), select the “+Assign Checklist” button located top right.



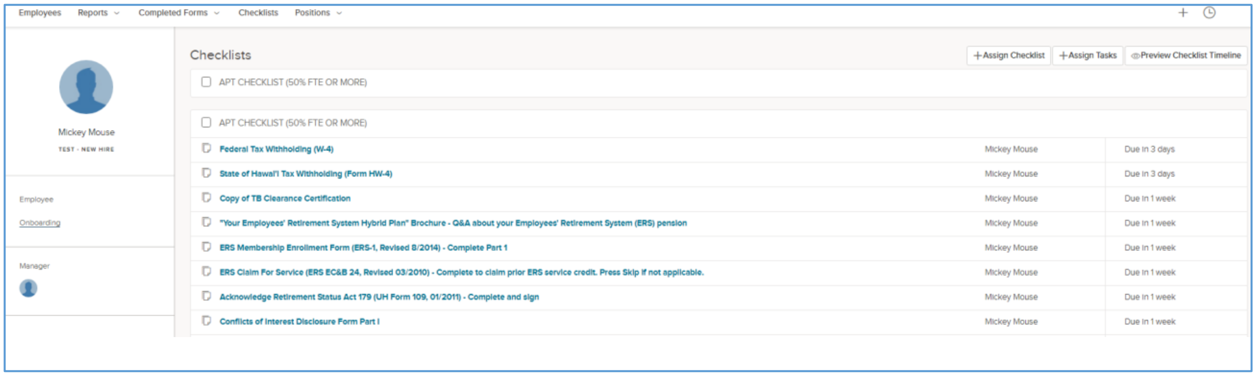
9. The “Assign Checklists” page will appear. Select the check box next to the name of the checklist you wish to reassign and then click “Assign” located top right. *(Refer [Checklist Chart](#) at the end of this manual)*



10. A confirmation message box will appear. Select “OK”.

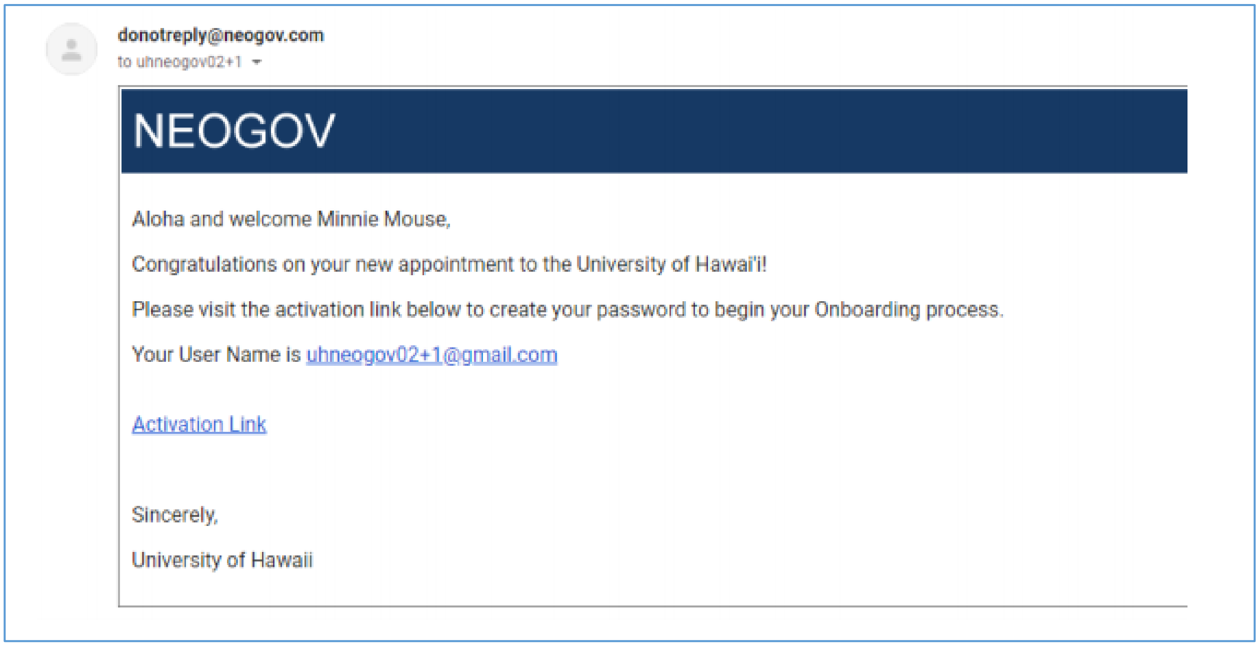


11. The reassigned checklist will populate on the new hire’s “Checklists” page reflecting the updated start date.



Sample Email Messages

1. When the “Send Activation” box is checked on the “Edit Employee” page and/or the “Send Activation” link is selected, the following email is sent to the new hire:



donotreply@neogov.com
to uhneogov02+1

NEOGOV

Aloha and welcome Minnie Mouse,

Congratulations on your new appointment to the University of Hawai'i!

Please visit the activation link below to create your password to begin your Onboarding process.

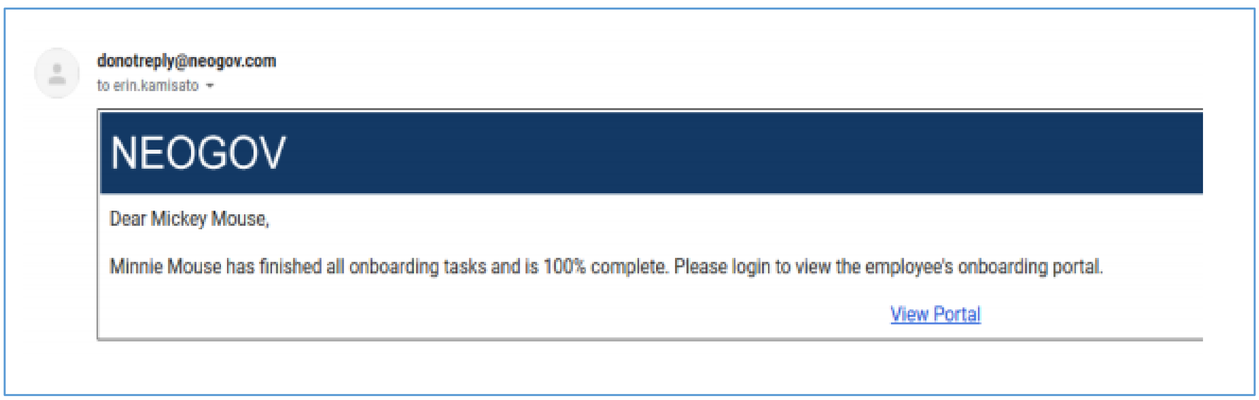
Your User Name is uhneogov02+1@gmail.com

Activation Link

Sincerely,

University of Hawaii

2. When the user completes their checklist, you will receive the following email:



donotreply@neogov.com
to erin.kamisato

NEOGOV

Dear Mickey Mouse,

Minnie Mouse has finished all onboarding tasks and is 100% complete. Please login to view the employee's onboarding portal.

View Portal

Position Chart (Lecturer Hire)

Position Control Number	Department
LECT 01 - KCC	Kapi'olani Community College
LECT 02 - KCC	Kapi'olani Community College
LECT 01 - KCC AH	Kapi'olani Community College - Arts & Humanities
LECT 01 - KCC LLL	Kapi'olani Community College - Languages, Linguistics & Literature
LECT 01 - KCC SS	Kapi'olani Community College - Social Science
LECT 01 - KCC MS	Kapi'olani Community College - Math & Science
LECT 01 - KCC BLTA	Kapi'olani Community College - Business Legal & Technology - Accounting
LECT 01 - KCC BLT	Kapi'olani Community College - Business Legal & Technology
LECT 01 - KCC BLTICS	Kapi'olani Community College - Business Legal & Technology - Information & Computer Science
LECT 01 - KCC BLTLAP	Kapi'olani Community College - Business Legal & Technology - Legal Academic Program
LECT 01 - KCC CUL	Kapi'olani Community College - Culinary
LECT 01 - KCC HT	Kapi'olani Community College - Hospitality & Tourism
LECT 01 - KCC HS	Kapi'olani Community College - Health Sciences
LECT 01 - KCC HSDA	Kapi'olani Community College - Health Sciences - Dental Assisting
LECT 01 - KCC HSMA	Kapi'olani Community College - Health Sciences - Medical Assisting
LECT 01 - KCC HSMLT	Kapi'olani Community College - Health Sciences - Medical Laboratory Technician
LECT 01 - KCC HSOT	Kapi'olani Community College - Health Sciences - Occupational Therapy
LECT 01 - KCC HSRT	Kapi'olani Community College - Health Sciences - Radiologic Technician
LECT 01 - KCC HSPT	Kapi'olani Community College - Health Sciences - Physical Therapy
LECT 01 - KCC HSRC	Kapi'olani Community College - Health Sciences - Respiratory Care
LECT 01 - KCC EMS	Kapi'olani Community College - Emergency Medical Services
LECT 01 - KCC NUR	Kapi'olani Community College – Nursing
LECT 01 - KCC OSA	Kapi'olani Community College - Office for Student Affairs

Position Chart (Casual Hire)

Position Control Number	Department
CAS 01 - KCC	Kapi'olani Community College
CAS 02 - KCC	Kapi'olani Community College
CAS 01 - KCC AH	Kapi'olani Community College - Arts & Humanities
CAS 01 - KCC LLL	Kapi'olani Community College - Languages, Linguistics & Literature
CAS 01 - KCC SS	Kapi'olani Community College - Social Science
CAS 01 - KCC MS	Kapi'olani Community College - Math & Science
CAS 01 - KCC BLT	Kapi'olani Community College - Business Legal & Technology
CAS 01 - KCC BLTA	Kapi'olani Community College - Business Legal & Technology - Accounting
CAS 01 - KCC BLTICS	Kapi'olani Community College - Business Legal & Technology - Information & Computer Science
CAS 01 - KCC BLTLAP	Kapi'olani Community College - Business Legal & Technology - Legal Academic Program
CAS 01 - KCC CUL	Kapi'olani Community College - Culinary
CAS 01 - KCC HT	Kapi'olani Community College - Hospitality & Tourism
CAS 01 - KCC HS	Kapi'olani Community College - Health Sciences
CAS 01 - KCC HSDA	Kapi'olani Community College - Health Sciences - Dental Assisting
CAS 01 - KCC HSMA	Kapi'olani Community College - Health Sciences - Medical Assisting
CAS 01 - KCC HSMLT	Kapi'olani Community College - Health Sciences - Medical Laboratory Technician
CAS 01 - KCC HSOT	Kapi'olani Community College - Health Sciences - Occupational Therapy
CAS 01 - KCC HSPT	Kapi'olani Community College - Health Sciences - Physical Therapy
CAS 01 - KCC HSRC	Kapi'olani Community College - Health Sciences - Respiratory Care
CAS 01 - KCC HSRT	Kapi'olani Community College - Health Sciences - Medical Laboratory Technician
CAS 01 - KCC EMS	Kapi'olani Community College - Emergency Medical Services
CAS 01 - KCC NUR	Kapi'olani Community College - Nursing
CAS 01 - KCC SEC	Kapi'olani Community College – Security
CAS 01 - KCC OAS	Kapi'olani Community College - Office for Administrative Services
CAS 01 - KCC BO	Kapi'olani Community College - Business Office
CAS 01 - KCC ASFM	Kapi'olani Community College - Auxiliary Services & Facilities Management
CAS 01 - KCC HR	Kapi'olani Community College - Human Resources
CAS 01 - KCC OSA	Kapi'olani Community College - Office for Student Affairs
CAS 01 - KCC KISC	Kapi'olani Community College - Kelaulike Information & Service Center
CAS 01 - KCC CO	Kapi'olani Community College - Chancellor's Office
CAS 01 - KCC CELTT	Kapi'olani Community College - Center for Excellence in Learning, Teaching and Technology
CAS 01 - KCC OAA	Kapi'olani Community College - Office for Academic Affairs
CAS 01 - KCC OCET	Kapi'olani Community College - Continuing Education

Checklist Chart

- KapCC - Lecturer New Hire (1-7 TEs)
- KapCC - Lecturer New Hire (8 or more TEs)
- KapCC - Lecturer Re-Hire (1-7 TEs)
- KapCC - Lecturer Re-Hire (8 or more TEs)
- KapCC – Year-Round Lecturer Re Hire (8 or more TEs)
- KapCC - Lecturer (If Not HomeBase)
- KapCC - Casual Hire Checklist *(for Summer Lecturers and Casual hires)*
- KapCC - (11-mo & 9-mo) Faculty Checklist
- KapCC - APT Checklist (.50 FTE or more)