

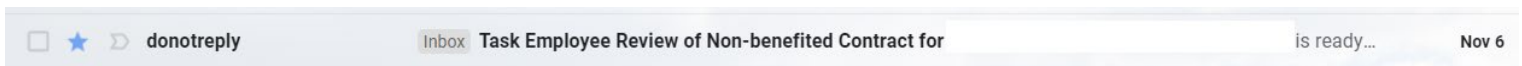
NEOED Non-Benefited Employee Contract Process

Sign into NEOED using the HCC single sign on access or directly through NEOED:

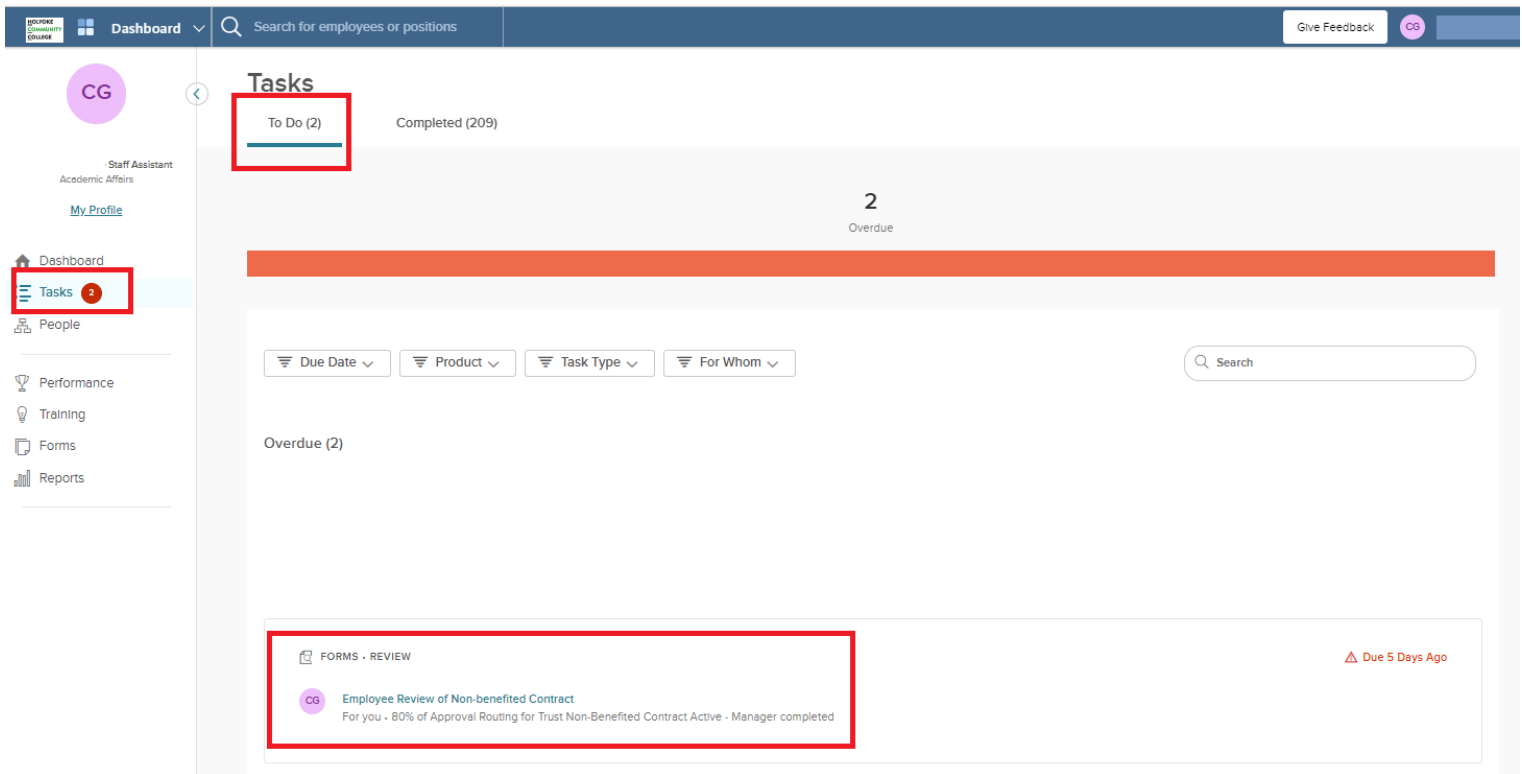
Once you have set up your NEOED account, login to your account using the HCC single sign on process at [Holyoke Community College SSO](#) and enter your HCC Gmail user name and password or log in directly to [Neosed.com](#) and enter your Neosed username and password.

Steps to Accept or Approve a Non-Benefited Contract

1. Recipients receive a task email from donotreply@neosed with the subject line **Task Employee Review of Non-Benefited Contract** when a contract is available to review and accept/approve. Open the email and click the **View Task** link.



2. Your NEOED Dashboard will open. View current Tasks. Contracts are listed in the main body of the dashboard. Click on **Employee Review of Non-Benefited Contract** to be directed to the Forms module. Click **OK**.



3. Neood will open to the default Approved screen. Click **Cancel** and then click on **Payroll Update on Non Benefited Contract** to view the contract.

The screenshot shows the eForms application interface. On the left, a sidebar contains navigation options: 'Home', 'Employees', 'Documents', 'Reports', and 'Bulk Progress'. The main content area displays a task titled 'Approval Routing for Trust Non-Benefited Contract Active - Mana...' with a progress bar at 80% COMPLETE. Below this is a 'TASKS' section listing several tasks, each with a document icon and a checkmark. On the right, an 'Edit Task' form is open, showing the task title 'Employee Review of Non-benefited Contract' and a due date of 11/06/2022. The form includes fields for 'Status*' (set to 'Completed'), 'Approve Status' (set to 'Approved'), and 'Comments' (with a placeholder 'Enter text'). A red box highlights the 'Cancel' button in the top right corner of the 'Edit Task' form.

QUICK LINKS PROCESS

Approval Routing for Trust Non-Benefited Contract Active - Mana...

80% COMPLETE

Assigned Date: 11/01/2022

Assigned By:

TASKS

Task Name

Complete Non-Benefited Co...	<input checked="" type="checkbox"/>
Human Resources Non-Benefited Form Review	<input checked="" type="checkbox"/>
Human Resources Update of...	<input checked="" type="checkbox"/>
Divisional Vice-President Review of Non-Benefited Contract	<input checked="" type="checkbox"/>
Divisional Vice President Up...	<input checked="" type="checkbox"/>
Payroll Review of Non-benefited Contract	<input checked="" type="checkbox"/>
Payroll Update of Non-Bene...	<input checked="" type="checkbox"/>
Administration and Finance Review of Non Benefited Contract	<input checked="" type="checkbox"/>
Employee Review of Non-benefited Contract	<input checked="" type="checkbox"/>

Overdue Nov 6, 2022

Review Process

4. After viewing the contract, click **Download** to print a copy or **Cancel** to return to the Process Routing screen. Click the **Review Process** button and **SAVE** in the upper right corner to complete the contract routing process.

Preview Form

Contract

Create New 'NON-BENEFITED CONTRACT'

Fields marked with an asterisk * are required. While completing this form, please do not open other forms in different windows/tabs.

Requisition Status: Title/Name: Test

Fiscal Year *	Action *	Classification *
2023	New Hire	Non-Classified
Employee ID Number/Record	Type of Request*	If Student # of Credits required
123456	Original	Credits
If Modification, Reason: Select...		
Address-Street	City/Town	State
303 Homestead Avenue	Holyoke	Massachusetts
		Zip Code
		01040
E-mail*	Phone Number	
Position Title*		Program/Area*
Staff Assistant		HD

Cancel Download

5. Click on **Review Process** and click on **SAVE** to complete the contract routing process.

Review of Non Benefited Contract

Employee Review of Non-benefited Contract

Overdue Nov 6, 2022

Review Process

Edit Task Overdue

Cancel Save

Employee Review of Non-benefited Contract

Due Date: 11/06/2022

*Fields are required.

Status*

Completed

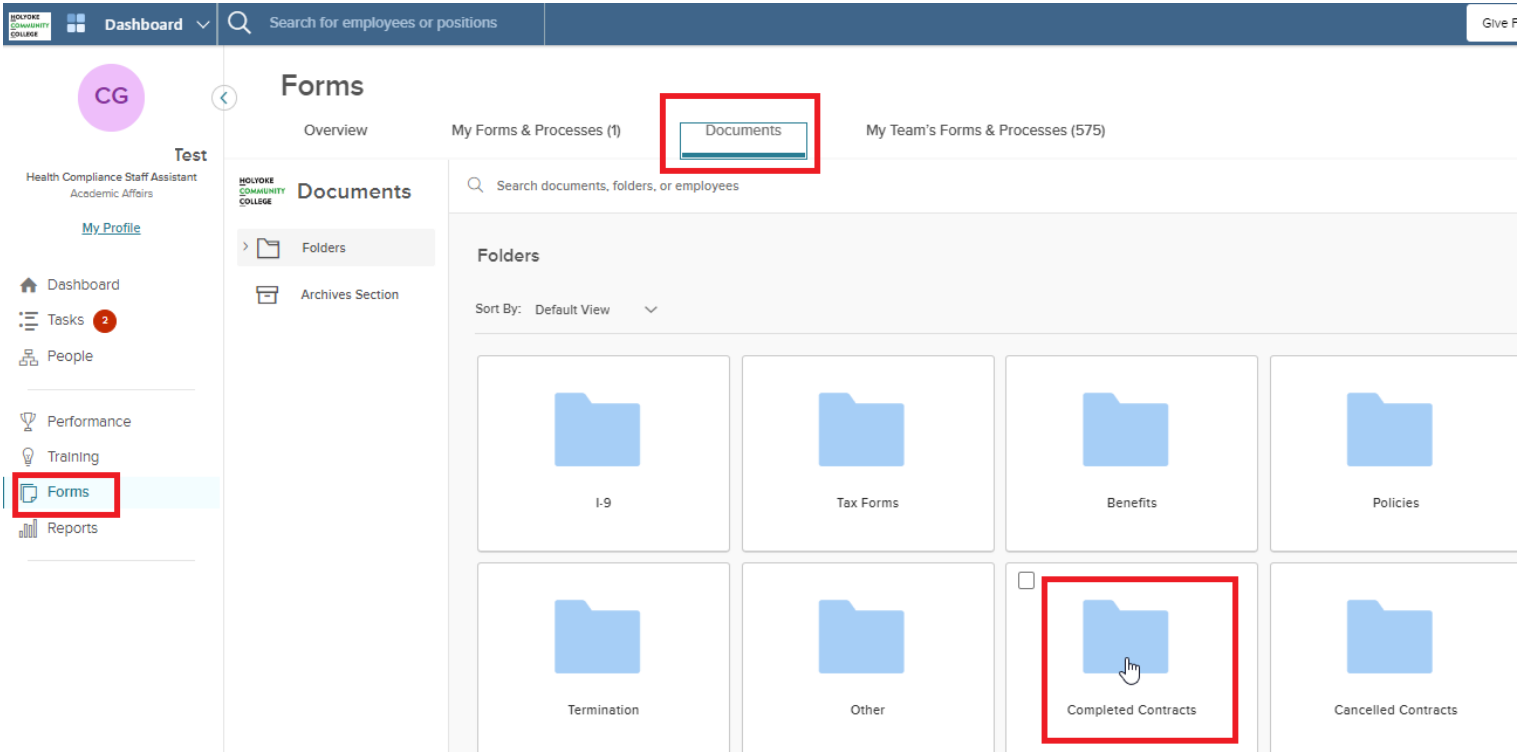
Approve Status

Approved

Comments

Enter text

7. Task will change to Completed and a notification of the completed contract will be emailed to the supervisor. Copies of completed contracts are located in the Completed Documents folder. Go to Dashboard > Forms > Documents > Completed Contracts.



Steps to View a Non-Benefited Contract in Process

Login to your NEOGOV account using the HCC single sign on [Holyoke Community College SSO](#) and enter your HCC Gmail user name and password or log in directly to [Neood.com](#) and enter your Neood username and password.

1. Navigate to Forms, and click on **Documents** tab for overview of contracts.
2. Click on **In Progress** (the number (1), indicates the number of incomplete contracts in process), click on the **eye icon** on the far right to open and view the contract. You may also download and print the contract.
3. Please note the Completed Contracts folder. Completed contracts can also be viewed in this folder.

