

NEOGOV Non-Benefited Employee Contract Approval Process

Sign into NEOGOV using the HCC single sign on access:

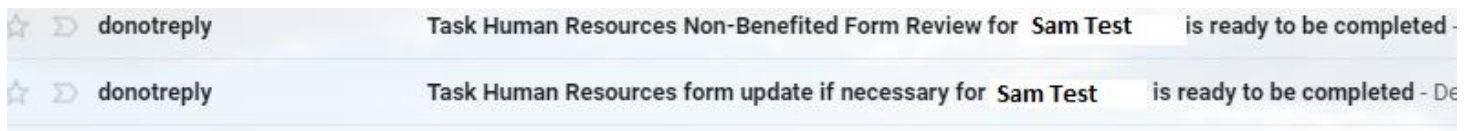
Once you have set up your NEOGOV account, login to your account using the HCC single sign on process at <https://login.neogov.com/authentication/saml/login/holyokeedu>.

Enter your HCC Gmail user name and password.

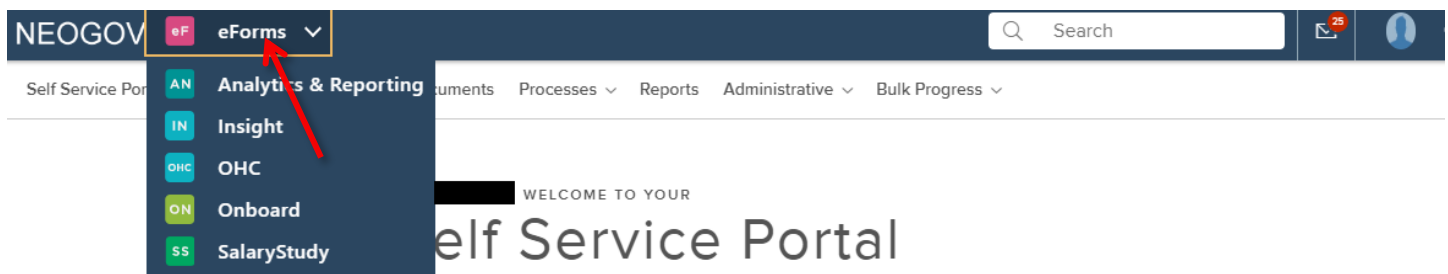
Please note: Employees must be in the NEOGOV system to create a contract. New employees must submit an online application. The CORI/SORI background check will be completed through NEOGOV, before a contract can be created.

Steps to Approve a Non-Benefited Contract

1. Approvers receive emails from NEOGOV when a contract is available to review and/or update. Click the View Task link in the email.



2. Navigate to NEOGOV eForms.



3. Your **Dashboard** will display or you may navigate to your dashboard page by clicking **Dashboard** in the menu. **My Tasks** lists the documents needing your attention. Two tasks per contract will be viewable. Click on each Document title in blue font.

- Click on Update of Non-Benefited Contract. Review for accuracy, make changes or upload attachments as necessary, scroll to the bottom and click SAVE.
- Click on Review of Non-Benefited Contract. Select Approve or Denied from the drop down box, and click SAVE.
- Tasks will change to Completed in your Dashboard and contract will be routed to next approver. If contract is Denied, it will be routed back to previous approver.

My Tasks [View All \(2\)](#)

- AM Supervisor **Update** of Non-Benefited Contract
 • Approval Routing for Trust Non-Benefited Contract • 8% Complete Due 12/31/2021
- AM Supervisor **Review** of Non-Benefited Contract
 • Approval Routing for Trust Non-Benefited Contract • 8% Complete Due 12/31/2021

Quick Links

Tuition Form

4. To view the status of the contract, go to **Reports, Overall Process Status Report**. Click **Generate Report** and search for a specific employee. After report processes, click on the Approval Routing to view the routing status of the contract.

To view the current approver of a contract, go to **Reports, Process Task Status Report** and click **Generate Report**. Search for a specific employee or filter for contracts with a status of Current. The Assignee field will show who the current approver is.

NEOGOV **eForms**

Self Service Portal Dashboard Employees Documents Processes **Reports** Administrative Bulk Progress

Overall Process Status Report

Department: Active All Specific
 Start Date: All Specific Date Range

*Fields are required.

Generate Report

Bulk Actions



Employee #	Employee Name	Department Code	Department	Process Name	Process Completion
0001546	Test, Sam	6000	Student Affairs	Approval Routing for Trust Non-Benefited...	25%

Showing 1 - 1 of 1 items

5. To view completed contracts, navigate to Reports, Completed Contracts folder. Use the search fields to locate a specific contract and the select an Action icon at the end of the row to view or download a pdf copy of the contract.



Documents

- >  Folders
-  Archives

 Search documents, folders, or employees

Folders

Sort By: Last Created 



Completed Contracts



Other

