

CITY MANAGER'S/STAFF'S REPORT
CITY COUNCIL MEETING DATE:

December 16, 2022

ITEM NO: 1

SUBJECT: Consider Approval of Letter of Support for Bulldog Economic Development and Housing, Inc. Regarding Proposed Rooftop At Park Place Project

BACKGROUND: Selma City Councilmember Sarah Guerra emailed staff on December 6 and December 8, 2022 requesting a letter of support for a project being developed by Anthony Mosley of Bulldog Economic Development and Housing, Inc. Staff then followed up with Mr. Mosley to inquire about the project and to request a meeting with Planning staff to discuss his plans and status of the development. Mr. Mosley indicated he would provide information at a later time, but that he had met with Councilmember Guerra and Mayor Robertson about the project. Staff recommended that the letter of support be added to the December 16th Special Meeting agenda for consideration so that all Councilmembers and staff could be further informed about the project.

DISCUSSION: At this time, staff has not received any planning entitlement applications (i.e. Site Plan Review, etc.) or building permit applications for the proposed project.

The project developer will be present at the Special Council Meeting to share more about the project with the City Council and to formally request support for the project.

Staff recommends that any motion made in favor of the letter of support include the caveat that the letter should not be interpreted as an approval for planning entitlements or permits, nor be interpreted in any way as a binding agreement or commitment by the City.

FISCAL IMPACT: There is no anticipated fiscal impact related to this item at this time.

RECOMMENDATION: Staff recommends that the Council direct City staff on whether or not to provide a letter of support for the "Rooftop at Park Place" Project with the understanding that, if approved, it does not represent a binding agreement between the City and Developer or planning entitlement approval of any sort.

_____/s/_____
Fernando Santillan, City Manager

December 16, 2022
Date



C I T Y O F S E L M A

1710 TUCKER STREET • SELMA, CALIFORNIA 93662

Mid-Valley Loans

c/o Jordan Ribera
7644 N Palm Avenue
Fresno CA 93711

December 8, 2022

Dear Mr. Ribera,

As the City of Selma prepares to initiate the planning process for downtown revitalization, we write this letter in support of the project known as “Rooftop at Park Place”, located at 1826 Rose Avenue in Selma, being built by Bulldog Economic Development and Housing Inc.

For generations, downtown Selma has boasted historic buildings dating back to 1893. Mayor Scott Robertson and Councilmember Sarah Guerra have visited the proposed site and are 100% behind the project being built by Bulldog Economic Development and Mobile One Construction as its General Contractor.

The repurposing of the former Selma High School gymnasium will address needs within the community and will be a centerpiece for future cultural, commercial, residential activities to converge. Selma can become a major destination for visitors from all over, being known as “Raisin Capital of the World”. This project has the potential to further elevate its standing in the Central Valley of California.

The redevelopment of the former high school gym building (16,800 square feet) into retail space and residential accommodations will bring new employment, generate tax dollars, and revitalize economic growth in downtown Selma. The building proposes to house 15 luxury apartment units, 2 penthouse suites, recreational rooms, private theater(s), retail and food outlets, washer and dryer rooms, business rooms for tenants, rooftop access and a community room available for rent, along with housing a store front for a local winery.

This unique development will help create a regional destination which will serve as a model in our community for others to follow. The City of Selma has looked forward to implementing and fostering these types of activities and promoting future growth of our city and Bulldog Economic Development and Housing Inc., with your financing, now has the opportunity to make this a reality.

The City has previously approved other redevelopment projects in the downtown area, including residential studios also and one-bedroom units. This project will be similar, though on a larger scale, and will help create a blueprint for future mixed-use development in downtown Selma

We look forward to this project helping to turn our City's vision into a reality. Fresno County has one of the highest rates of rent increases in the nation and we are happy to support this developer in creating more housing and commercial opportunities for Selma residents.

We hope that this letter of support helps in aligning your financial support!

Sincerely,

Scott Robertson
Mayor of Selma

DRAFT

CITY MANAGER'S/STAFF'S REPORT
COUNCIL MEETING DATE:

December 16, 2022

ITEM NO: 2

SUBJECT: Authorize City Manager to Execute an Agreement with Governmentjobs.com, Inc. (dba NEOGOV) for the NEOGOV Human Resources Information System (HRIS) and Payroll Software

BACKGROUND:

The recruitment, onboarding, and the payroll process at the City of Selma is currently being managed using various different software tools such as the Microsoft Office Suite as a manual process. The payroll function is implemented with software used by the Finance Department known as Fund Balance, which is a product of Tyler Technologies. The Fund Balance software is no longer properly supported by Tyler Technologies as it is an older software. Tyler Technologies has moved towards cloud-based software which is updated automatically and includes real time integration of data.

The Human Resources and Payroll processes are currently being done in a very inefficient and tedious manner which now requires streamlining of processes to improve the hiring, onboarding, and employee management processes, including payroll. Significant Human Resources and Payroll efficiencies can be achieved by providing staff with up-to-date tools and resources to get their work done in a seamless and user-friendly manner. The world of local government with respect to Human Resources and Payroll has changed drastically since the implementation of the Fund Balance software. The technological tools now available to local governments enables more self-serve options to its employees and provides other workforce solutions to improve operations.

DISCUSSION:

The Human Resources department has extensively assessed the NEOGOV HRIS platform to determine its suitability for the City of Selma, with favorable results. GovernmentJobs.com, Inc. (dba NEOGOV) operates the only government-sector job board and recruitment tool, Governmentjobs.com, which is designed to help agencies attract quality applicants, hire faster, and save on advertising, while also integrating with the NEOGOV HRIS platform.

Serving over 7,000 organizations, NEOGOV is also the leading provider of comprehensive human capital management solutions for the public sector.

NEGOV'S product suite of four integrated modules – Recruit, Develop, Manage, and Comply is designed exclusively for government agencies and institutions of higher education. NEOGOV products are built to support the unique needs of public sector HR teams and to automate the entire employee lifecycle while maintaining the highest standard of compliance.

The two modules currently being recommended for approval are the Recruit Module and the Manage Modules:

The Recruit Module automates hiring by centralizing the process of attracting applicants, screening them, and landing a qualified hire that is productive on day one, while ensuring compliance. One of the main challenges in public sector HR is building and maintaining a highly qualified workforce. NEOGOV's Recruit module cohesively integrates a public sector-specific job board, applicant tracking system, and onboarding solution to deliver a faster, more efficient, and compliant recruitment process.

NEOGOV's onboarding software, Onboard, enables new hires to become more productive before their first day on the job by streamlining new hire paperwork, processes, and training on an easy-to-use platform. Assign checklists to your new hires prior to their start date and create forms specific to employees, groups, or departments. Set up required fields to ensure forms are properly completed by new hires.

The Manage Module keeps public sector HR teams organized and compliant by centralizing employee data, payroll, and benefits. The Manage Module is engineered specifically for government agencies and institutions of higher education. It is designed to streamline and unify the core HR processes like payroll, time and attendance, and benefits. Additionally, it provides a time-saving self-service portal for employees. The self-service portal reduces errors and eliminates time-consuming requests by allowing employees to view and update their personal data, payroll details, and elected benefits.

Staff is requesting approval by the City Council of a sole-source purchase agreement with GovernmentJobs.com, Inc. (dba NEOGOV) which is justified by GovernmentJobs.com's status as the only public-sector focused HR platform provider, as well as being the operator of GovernmentJobs.com, which the City of Selma uses extensively to manage recruitments and applications.

FISCAL IMPACT:

The implementation of the Recruit and Manage modules of this software will result in the following annual costs for Year 1 through Year 3 and the ongoing cost if the use of this software is extended for future years which are currently budgeted in the Fiscal Year 2022-2023 Annual Budget as follows:

Year 1 Cost: \$30,562 Plus \$80,000 Module Setup and Training Cost (Total of \$110,562)

Year 2 Cost: \$45,843

Year 3 Cost: \$61,124 and ongoing annual cost for future years approximately

RECOMMENDATION: By Motion, Authorize the City Manager to Execute a Purchase Agreement with Governmentjobs.com, Inc. for the NEOGOV HRIS Software Platform

_____/s/
Jasmin Bains, Deputy City Manager
Administrative Services

December 16, 2022
Date

/s/
Fernando Santillan
City Manager

December 16, 2022
Date



NEOGOV

HUMAN RESOURCES MANAGEMENT SUITE

for the public sector

Exhibit A Order Form

NEOGOV

NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Wesley Taylor

Selma, City of (CA)
1710 Tucker Street
Selma, CA 93662
USA

Quote Valid From: 7/6/2022
Quote Valid To: 8/5/2022

Quote Number: Q-06423
PaymentTerms: Annual,Net 30

Employee Count: 118
Order Summary

Year 1

Service Description	Start Date	End Date	Term Price
Manage Module Includes Payroll, Time & Attendance, Benefits, Core HR			\$23,910.00
Recruit Module Includes Insight, Onboard, Governmentjobs.com, Attract, Candidate Text Messaging (CTM)			\$6,652.00
Year 1 TOTAL:			\$30,562.00

Year 2

Service Description	Start Date	End Date	Term Price
Manage Module Includes Payroll, Time & Attendance, Benefits, Core HR			\$35,865.00
Recruit Module Includes Insight, Onboard, Governmentjobs.com, Attract, Candidate Text Messaging (CTM)			\$9,978.00
Year 2 TOTAL:			\$45,843.00

Year 3

Service Description	Start Date	End Date	Term Price
Manage Module			\$47,820.00
Includes Payroll, Time & Attendance, Benefits, Core HR			
Recruit Module			\$13,304.00
Includes Insight, Onboard, Governmentjobs.com, Attract, Candidate Text Messaging (CTM)			
Year 3 TOTAL:			\$61,124.00

Year 1

Service Description	Start Date	End Date	Term Price
Manage Module Setup And Training			\$78,000.00
Recruit Module Setup And Training			\$2,000.00
Year 1 TOTAL:			\$80,000.00

ORDER TOTAL: \$217,529.00

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

"Selma, City of (CA)"

Signature:

Print Name:

Date:

Built specifically for the public sector, our HRIS simplifies the management and visibility of benefits, time & attendance, payroll, and administrative data for managers and employees alike.

CORE HR

Allow HR, managers, and employees to collaborate in one space that services all the workforce's administrative needs, while maintaining strict compliance

HR

- Salary administration
- Approvals & workflows
- Effective dating
- Union contracts
- Mass salary update

Employee Self-Service*

- View leave banks
- Print pay stubs and W2s
- Direct deposit & tax elections
- Maintain timesheets
- Benefits enrollment

Position Management

- FTE tracking
- Scales/Steps and Ranges
- Mass rate changes
- Premiums
- Distribution codes*

BENEFITS

Manage all employee, plan, and enrollment types in one place for increased transparency, across every department of your agency

Plan Definitions

- Define plan, coverage and rate data
- Wide variety of benefit plans
- Schedules based on employee group, type, union, status
- Overrides at the employee level

Enrollment

- Open enrollment
- New hire enrollment
- Qualifying life events

Contributions

- Complex calculations
- Seamlessly integrated with Payroll
- 834 Carrier Exchange

PAYROLL

Save time with an easy-to-use system that can handle complex public sector payroll requirements

Compliance

- Compliance with the latest taxation (down to local level)
- FLSA & retro calculations
- General ledger & costing
- Vendor payments
- Online pay stubs
- Taxable, fringe benefits and imputed income

Integration

- Fully integrated with benefits & attendance
- Financial/GL Integration
- Data extract capabilities

Payroll Services

- W2s, 1095s/1094s creation & distribution
- Tax filing and payment
- ACH services
- Wage order payments

TIME & ATTENDANCE

Easily manage time & attendance with a solution that addresses specific public sector needs while providing increased visibility

Configuration

- Attendance/Leave tracking
- FMLA and Comp time tracking
- 9/80s, 4/10s, overtime rules, etc.
- Shift differentials & premiums
- FLSA calculations

Automation

- Online timesheets
- Mobile time entry
- Timesheet approvals
- Approval workflows with email reminders
- Exception based timesheets

Integration

- Time clocks
- GPS tracking
- Leave banks
- Job/fund costing
- External clock file feeds

*"If you have not yet tried NEOGOV, you are working too hard. You are not working intuitively. Once you have tried NEOGOV, you will realize how easy it is to actually **run your whole staffing process without breaking a sweat.**"*

*Andreas Pyper
County of Santa Barbara, CA*

*Included with Product Suite

888.NEOGOV1 | CONTACT@NEOGOV.COM | NEOGOV.COM | @NEOGOV

December 16, 2022 Council Packet



NEOGOV

WORKFORCE MANAGEMENT PLATFORM

for the public sector

TABLE OF CONTENTS

About NEOGOV.....	1
RECRUIT MODULE.....	3
INSIGHT.....	4
Benefits.....	5
Highlighted Features.....	6
Background Checks.....	8
Implementation.....	9
ATTRACT.....	10
Benefits.....	11
Highlighted Features.....	12
Implementation.....	14
GOVERNMENTJOBS.....	15
Benefits.....	16
Highlighted Features.....	17
ONBOARD.....	18
Benefits.....	19
Highlighted Features.....	20
Implementation.....	22
DEVELOP MODULE.....	23
PERFORM.....	24
Benefits.....	25
Highlighted Features.....	26
Implementation.....	28
LEARN.....	29
Benefits.....	30
Highlighted Features.....	31
Implementation.....	33
MANAGE MODULE.....	34
HRIS.....	35
Benefits.....	36
Highlighted Features.....	37
Implementation.....	39
COMPLY MODULE.....	40
POLICY.....	41
Benefits.....	42
Highlighted Features.....	43
Implementation.....	45
EFORMS.....	46
Benefits.....	47
Highlighted Features.....	48
Implementation.....	49
SUPPORT.....	50

ABOUT NEOGOV

Serving over 7,000 organizations, NEOGOV is the leading provider of comprehensive human capital management solutions for the public sector.

NEOGOV'S product suite of four integrated modules – Recruit, Develop, Manage, and Comply – is designed exclusively for government agencies and institutions of higher education. NEOGOV products are built to support the unique needs of public sector HR teams and to automate the entire employee lifecycle while maintaining the highest standard of compliance.

Why Trust NEOGOV?

7,000+
Public Sector Agencies

250,000+
People Use NEOGOV

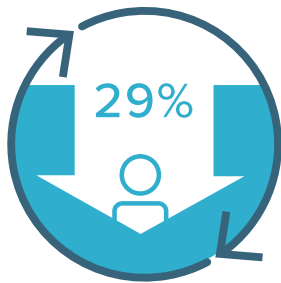
100M+
Citizens Served

20+
Years of Experience

1.5M+
Hires Made

2M+
Courses Taken

THE BENEFITS OF USING NEOGOV



LOWER EMPLOYEE TURNOVER

Effective onboarding lowers the employee turnover rate by **29%**



MOBILE-FRIENDLY SOFTWARE

86% of job seekers would use their smartphone to apply for a job¹



CLOSE THE SKILLS GAP WITH TRAINING

64% of SCAs believe a growing skills gap is their greatest workforce challenge²

Our Accolades



OUR SUITE

NEOGOV is the industry leader in human resources software for the public sector.

The NEOGOV platform combines four modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.



RECRUIT



INSIGHT | Applicant tracking software helps you recruit and hire high-quality candidates, complete with compliance reporting.



GOVERNMENTJOBS.COM | The largest public sector-specific job board in the USA, designed to help you attract quality applicants, hire faster, and save on advertising.



ONBOARD | Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.



ATTRACT | Capture leads, manage relationships, automate communications, and measure recruiting data with our Candidate Relationship Manager (CRM).

DEVELOP



PERFORM | Performance management software to nurture communication, identify and promote employee strengths, and establish a sense of purpose.



LEARN | Learning management software that increases the productivity, safety, and retention of your workforce with engaging training.

MANAGE



HRIS | Our Human Resources Information System makes it easy for you to automate Core HR, Payroll, Benefits, and Time & Attendance and track data.

COMPLY



POLICY | A secure, cloud-based repository to develop, review, approve, distribute, and track policies and procedures across their entire lifecycle.



EFORMS | Store and centralize personnel files, create electronic forms and convert existing ones, and build routing and approval workflows in a secure repository.



DEVELOP

MANAGE

COMPLY

RECRUIT

THE RECRUIT MODULE

automates hiring by centralizing the process of attracting applicants, screening them, and landing a qualified hire that's productive on day one, while ensuring compliance.

One of the main challenges in public sector HR is building and maintaining a highly qualified workforce. NEOGOV's Recruit module cohesively integrates a public sector-specific job board, applicant tracking system, and onboarding solution to deliver a faster, more efficient, and compliant recruitment process.

The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.

NEOGOV

INSIGHT

A smiling man with grey hair and a light blue button-down shirt is shaking hands with another person whose arm is visible in the bottom left corner. The background is a blurred office setting.

RECRUIT

Applicant tracking software helps you attract and hire high quality candidates, complete with compliance reporting.

TRANSFORM HIRING WITH THE LEADING – *applicant tracking system* – FOR THE PUBLIC SECTOR

Built to serve the public sector, NEOGOV's applicant tracking system automates the hiring process and meets compliance requirements, reducing time to hire. With easy-to-use job application templates and an applicant self-service portal, Insight makes it easier to find and hire more qualified candidates.

With Insight, HR teams can quickly and easily manage all applicants and access recruitment data throughout the application process. List open positions on your company website and accept online applications, while ensuring ADA/Section 508 Compliance. Ensure compliance with the built-in, auditable, and legally defensible hiring process, complete with reporting on applicants, applicant flow, EEO, adverse impact, and passpoint analysis.

Integrated with NEOGOV's online job board GovernmentJobs.com, Insight allows you to broaden your reach by advertising to job seekers nationwide. Show your agency in the best light with a customized Career Page that lets candidates find your job openings and submit online applications.

CREATED FOR YOU *and your candidates*

- ✓ Public Sector Focus
- ✓ Compliance & Fairness Automation
- ✓ Decreases Time to Hire
- ✓ Automates Recruiting and Hiring



HIGHLIGHTED FEATURES

CANDIDATE SCORING

As candidates apply, Insight pre-screens them using auto-scoring to highlight the best candidates. By showing weighted scores and rankings based on screening protocols, tests, and interviews, Insight helps you narrow candidates down and find the best fit.

- Configurable screening hurdles and weights
- Customize scoring rules to rank candidates
- Generate and manage your ranked eligible list

COMPREHENSIVE REPORTING

Insight's easy-to-navigate reports and dashboards help optimize the hiring process by offering data visualization and analysis. With Insight you get more than 90 standard reports, advanced ad-hoc reporting, adverse impact statistics, and dashboards that help you make more informed hiring decisions. Monitor job health and boost job postings to increase your exposure and reach more candidates.

- See real-time applicant flow and job posting health and boost jobs that are not attracting enough candidates
- Perform passpoint analysis to ensure hiring does not result in adverse impact
- Analyze recruitment timelines to identify opportunities to reduce your time to hire

CANDIDATE SELF-SERVICE PORTAL

Maintain transparency and streamline communication for both the applicant and HR with an online self-service portal. Save time by giving applicants the ability to check the status of their application and self-schedule written exams, oral panel interviews, and performance tests.

- Allow candidates to monitor where they are in the application process
- View all email notifications sent by the employer in the job seeker inbox
- Access complete application history for all jobs the candidate has applied for

“Besides making everything a lot easier, what I value most is that NEOGOV listens to the users and implements our ideas.”

JANET FAGER
Kankakee Community College

NEOGOV

OHC

Search

Michelle Cline

Dashboard

Jobs

Requisition Detail

Police Officer (2016-00002) Open

Copy

Print

Cancel Req

Edit

Requisition Information

Approvals

Hire Workflow

Candidates

History

Candidates

There are 2 notes

Rejected : 10

Hired : 3

Offered : 1

Interview : 5

57 TOTAL

Referred : 38

All Candidat...

Actions

More

5 records are selected.

Select all 57 records

Clear selection

	Name	Notices	Master Profile	Total Score	Action Date	Status
<input checked="" type="checkbox"/>	Mendoza, Brandon X	--		94.00	02/17/2017	Rejected (Pendi... Interviewed - not selected
<input checked="" type="checkbox"/>	Ruiz, Kathy B	--		94.00	02/17/2017	Rejected (Pendi... Interviewed - not selected
<input checked="" type="checkbox"/>	Ryan, Andrew T	--		94.00	02/17/2017	Rejected (Pendi... Interviewed - not selected
<input type="checkbox"/>	Gilpin, Richard H	--		92.00	02/17/2017	Hired Approval In-Progress
<input checked="" type="checkbox"/>	Nichols, Elliot R	--		92.00	02/17/2017	Rejected (Pendi... Interviewed - not selected
<input checked="" type="checkbox"/>	Garrett, Katherine A	--		91.00	02/17/2017	Rejected (Pendi... Interviewed - not selected
<input type="checkbox"/>	Nigma, Tammy L	--		91.00	02/17/2017	Interview Scheduled for 05/02/2017 8:00 AM
<input type="checkbox"/>	Reyes, Paula E	--		91.00	03/27/2018	Offered Accepted

MODERNIZING FOR TODAY'S APPLICANT

Enhance both the applicant and staff experience by eliminating paper and automating processes. In today's age of technology, Insight helps your organization stay up-to-date.

- ✓ Integrate job postings with GovernmentJobs.com
- ✓ Configure online job application forms
- ✓ Ask job-specific supplemental questions to better screen applicants
- ✓ Avoid incomplete applications with required fields



Integration: BACKGROUND CHECKS

Accelerate the hiring process by integrating Insight with one of NEOGOV's recommended background check partners.

Insight's background check integration shortens time to hire, provides accurate information about candidates, and ensures compliance with public sector hiring laws. Set up processes online to decrease the amount of time spent routing paperwork manually. Shorten the time required to complete background checks by up to 35% and see a cost savings of up to 15% per candidate.

Give candidates and hiring managers visibility into the status of applications as they move through the background check process.

The system is built to meet compliance requirements for EEOC and FCRA. Generate more accurate background reports and field fewer candidate disputes. Our integration partners report a 10x lower dispute rate compared to manual background checks.

- Shorter time to hire
- Lower risk of noncompliance
- Visibility for HR, hiring managers, and candidate

VENDORS INCLUDE

AccuSource

Alliance₂₀₂₀

assurehire

Checkr

ChoiceScreening

CIC
CREDIT

ESR 
EMPLOYMENT SCREENING RESOURCES*

FIRSTCHECK
APPLICANT SCREENING

GUARDIAN
ALLIANCE TECHNOLOGIES

OPEN
online*

QUICKSEARCH
COMPLETE SOLUTIONS FOR BACKGROUND SCREENING & DRUG TESTING

ScreeningOne®

VerifiedFirst

...and more!

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

4-8 Weeks

ADMIN TRAINING

Customers start learning the Insight system through a combination of self-paced training modules, demonstrations from the implementation consultant and practicing in a training environment.

PROCESS MATCHING

Existing recruitment processes are mapped onto the Insight system and customers are given the ability to select and configure functionality that meets their needs.

PHASES 3 & 4 PRODUCTION

2-3 Weeks

PRODUCTION ENVIRONMENT SETUP

Implementation Consultants guide customers through setting up the proper system configurations in their production environment. Class spec, department and user imports are also completed during this time.

TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Insight 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-IMPLEMENTATION

Ongoing


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

NEOGOV

ATTRACT



RECRUIT



Our candidate relationship manager (CRM) captures candidate leads, manages relationships, automates communications, and measures recruiting data.

TOOLS TO GROW – *your community awareness and* – YOUR CANDIDATE POOL

Attract provides public sector organizations with solutions to manage and strengthen relationships with candidates in order to develop a successful pipeline of talent in today's competitive job market.

Created with your public sector organization in mind, Attract helps you capture candidate leads, manage relationships, automate communications, and measure recruiting data.

Attract integrates fully with Insight, closing gaps in your recruitment funnel with the ability to share information between products. Combine candidate data and job details with branded communications and lead profiles to keep your recruiting process running smoothly.

Attract also provides custom reporting and analytics, giving you detailed insights on the conversion rates of your outreach efforts, applicant leads, and channel effectiveness. Leverage custom reports to optimize recruiting initiatives and improve your organization's ROI.

CREATED FOR YOU *and your employees*

- ✓ Public Sector Focus
- ✓ Integrates With Insight
- ✓ Customizable Web Page Templates
- ✓ Improves Candidate Sourcing



HIGHLIGHTED FEATURES

BUILD YOUR PUBLIC BRAND

Attract provides easy-to-use tools and access to new channels for capturing candidate leads. By giving you a strong brand presence in the applicant market, Attract positions your organization as an employer of choice among top talent.

- Build custom landing pages
- Create forms and calls to action on your website
- Automate the collection of candidate information
- Expand your candidate sourcing options

BETTER CANDIDATE ENGAGEMENT

With Attract, skip the hassle of paper processes and manage all your leads in a single, cloud-based location instead – so you can focus on cultivating positive relationships with candidates.

- Convert candidates into new hires with timely communication tools
- Create personalized messages for candidates
- Tag and organize candidates for quick searchability
- Send email updates to candidates, individually or in bulk

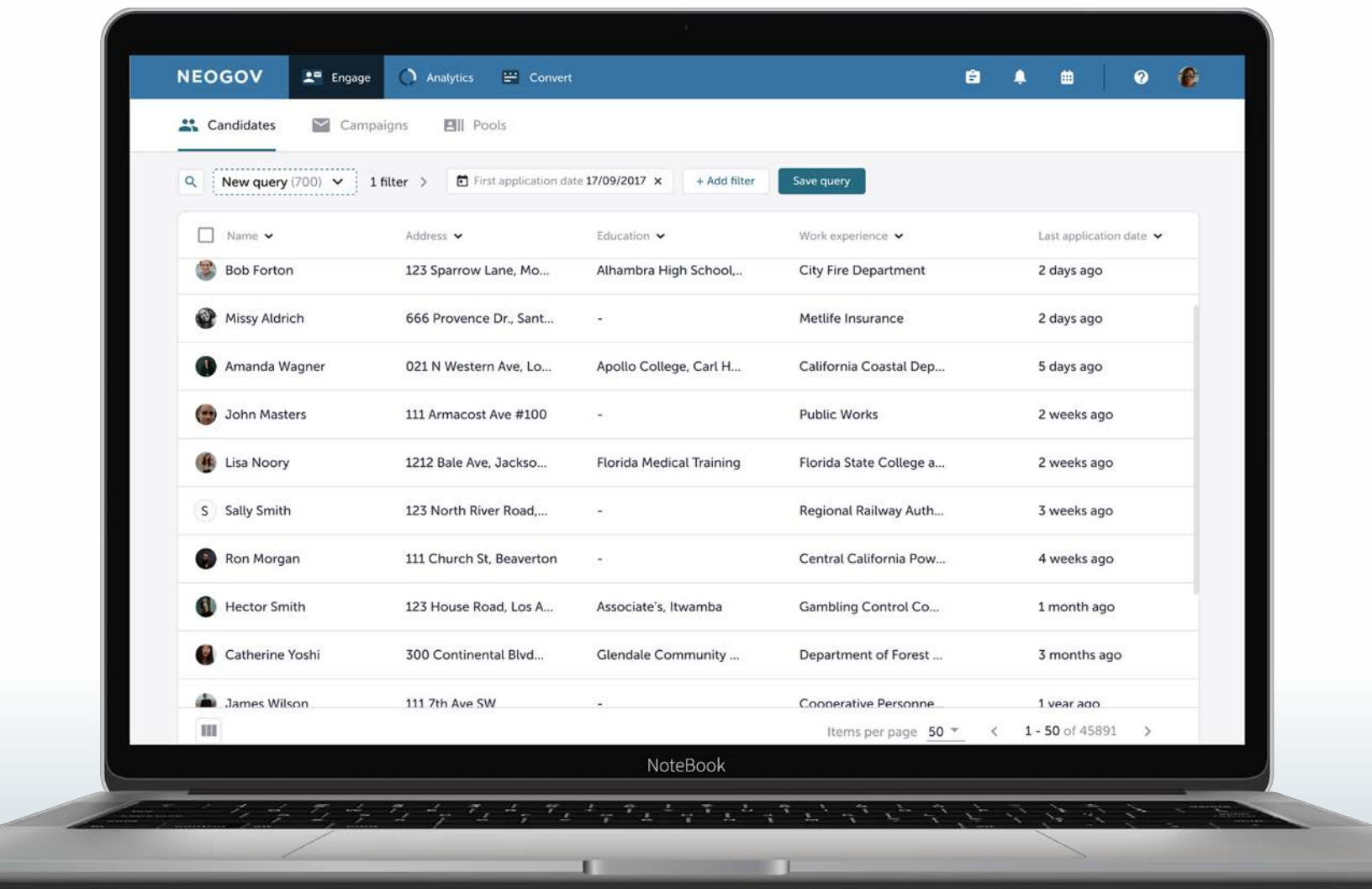
TRACK YOUR RECRUITMENT SUCCESS

Attract provides analytics and reporting on your candidates from start to finish. Measure the impact and ROI of your recruitment process to improve efficiency and effectiveness.

- Report on recruiting metrics from emails and landing pages
- Measure ROI by tracking applicant leads
- Track job seekers across the candidate lifecycle
- Use data to inform decisions and recruiting efforts

“With the launch of Attract, organizations now have recruitment marketing tools at their disposal to build their employer brand and engage candidates in an authentic way.”

SHANE EVANGELIST
CEO of NEOGOV



AUTOMATE OUTREACH TO TOP TALENT

Use the Attract virtual recruiter to source candidates from past hiring cycles, events, and other lead channels and recruit more quality candidates to your organization.

- Use the GovernmentJobs.com candidate database to find prospects
- Set parameters for automatic email outreach to different candidates
- Inform past candidates about job openings so they can quickly apply
- Automate email sends to past applicants when you post a new position

IMPLEMENTATION



DISCOVERY

1 Week

KICK OFF

Discovery sets the stage for the implementation by defining customer goals, creating the timeline, and establishing expectations. Project resources are also assigned, including a Project Manager and a Recruitment Success Manager. Customers also receive an Introductory training for Attract.

PHASE 1 CONFIGURATION

2 Weeks

GROUP TRAINING CALLS

Customers engage in live group training calls with the Attract trainer. There will be 2 weekly sessions to cover a variety of topics.

OFFICE HOURS

Customers have access to office hours with the Attract trainer in which they can sign up to join and ask specific questions related to Attract.

PHASE 2 PRODUCTION

1 Week

GO-LIVE & TRANSITION TO SUPPORT

The Recruitment Success Manager hosts a go-live call to officially mark the customer as live and help through the transition to Support phase as the customer begins utilizing the Attract product.

POST-IMPLEMENTATION

Ongoing


The Recruitment Success Manager conducts regular check-in calls post go-live and reviews the progress with recruitment through Attract and its Analytics/reporting features, providing feedback and support to enhance customer experience and deliver success.

NEOGOV

GOVERNMENTJOBS



RECRUIT



The largest public sector job board in the US designed to help you attract quality applicants, hire faster, and save on advertising.

ATTRACT QUALIFIED CANDIDATES – quickly with the – #1 PUBLIC SECTOR JOB BOARD

With over 6 million page views a month and more than 14.5 million applications submitted annually, GovernmentJobs.com is the best place to find candidates committed to landing a job in the public sector. Using our job board gives your organization access to 39 million applicant profiles to ensure you find the most qualified candidate for the job.

Host to over 45,000 job postings, GovernmentJobs.com is the #1 public sector job board. Over 1,500 organizations from all 50 states use our job board to advertise their open positions, attracting qualified candidates who are specifically searching for public sector roles.

As you search for candidates, easily track their application process with the seamless integration with NEOGOV's applicant tracking system, Insight. Use Insight to post open positions on GovernmentJobs.com, manage interviews, and even hire through one system. Our solutions work in tandem to help you fill open positions with candidates who are right for your organization.

CREATED FOR YOU *and your applicants*

- ✓ #1 public sector job board
- ✓ 14+ million applications submitted annually
- ✓ Integrates with NEOGOV talent management suite



HIGHLIGHTED FEATURES

#1 PUBLIC SECTOR JOB BOARD

GovernmentJobs.com is the largest job board that's focused exclusively on the public sector. Originally developed for the public sector, it was conceived to meet specific compliance standards for government agencies.

- Top rankings on Google for public sector job searches
- Serving the public sector for over 20 years
- Designed for accessibility, meets 508 compliance requirements

ATTRACT MORE QUALIFIED APPLICANTS

Because GovernmentJobs.com is public-sector focused, it's the fastest and most efficient way to find applicants that already have government experience or are looking to start a career in the public sector.

- Over 39 million applicants have created profiles on GovernmentJobs.com
- Mobile-friendly application submission process
- Reduce other advertising costs by only targeting public sector job seekers

INTEGRATES WITH INSIGHT

NEOGOV's applicant tracking system integrates directly with GovernmentJobs.com, making it possible for you to post jobs, accept applications, and track candidates all in one place.

- Attract, interview, and hire applicants from one place
- Create job postings in Insight and automatically publish to GovernmentJobs.com
- Enable candidates to self-schedule interviews and view application status
- Includes live support from NEOGOV's customer service agents to reduce applicant calls to your agency

NEOGOV

ONBOARD



RECRUIT

Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.

STIMULATE PRODUCTIVITY – *by empowering new hires to* – BE PRODUCTIVE BEFORE DAY ONE

NEOGOV's onboarding software, Onboard, enables new hires to become more productive before their first day on the job by streamlining new hire paperwork, processes, and training on an easy-to-use platform. Assign checklists to your new hires prior to their start date and create forms specific to employees, groups, or departments. Set up required fields to ensure forms are properly completed by new hires.

Assign employees their own accounts with unique credentials with built-in authentication and security. New hires can complete I9 and W4 forms online in minutes, and HR can easily initiate and complete E-Verify checks. Employees can even electronically sign forms.

Attracting a great candidate is only the first step. Engaging them after they've been hired is key to making them successful. Effectively onboarding new hires helps them to be productive and engage immediately.

CREATED FOR YOU *and your employees*

- ✓ Creates a transparent process for agencies and applicants
- ✓ Automates onboarding tasks
- ✓ Increases productivity and engagement



HIGHLIGHTED FEATURES

Make a great first impression, convey your organization's culture, and get your new hires fired up. The public sector has unique hiring needs and Onboard was specifically created to fill those requirements. Onboard's robust form builder, templates and global form bank, and employee portal are just a few of the ways Onboard supports HR and new hires.

MORE THAN JUST ONBOARDING

Onboard goes beyond onboarding, with the capability to handle pre-boarding and offboarding.

- Seasonal hiring capability

TEMPLATES & GLOBAL FORM BANK

Onboard's form builder allows you to drastically reduce paper forms for new hires. HR can create forms from scratch, use existing form templates, or select from a library of forms being utilized by other public sector agencies. HR can customize any template to make it fit their specific process.

- Library of form templates from other public sector agencies
- Customizable, editable templates
- Adaptable, not one-size-fits-all

EMPLOYEE PORTAL

Onboard's portal helps to communicate organizational culture, provide job clarity, and stay compliant. Clearly spell out onboarding deadlines while giving new hires the freedom to complete required forms at their convenience, leaving more time for HR to engage with their new hires. Configure your new hire portal with checklists and interactive widgets to facilitate structure and collaboration while providing new hires with vital documents, trainings, and videos.

- Communicate relevant training information to new hires
- Share your organization's mission and values

“It's nice to be able to give the new employee information before they start. They get excited to get started & learn more about us.”

MARLENE ERGEN
College of Saint Benedict /
Saint John's University

Welcome, Amy!

Sunnydale University

Welcome to NEOGOV

NEOGOV is the market and technology leader in on-demand human resources software for the public sector. We are passionate about technology, focused on customer success, and have an entrepreneurial environment where risk-taking is encouraged and rewarded. Our environment is fast paced with smart, energetic and passionate people and opportunities for growth.

[VIEW ALL >](#)

Company Videos

Learn more about our company culture by watching these videos.

In the Community

7:09

Office Vibes

6:14

Brainstorming

8:10

[VIEW ALL \(9\) >](#)

Resources & Documentation

Checklist

VIEW ALL (24) >

39%

<input checked="" type="checkbox"/>	Meet the design team		2 days past due
	Complete the W-4 form		Due in 3 days
	Complete the parking form		Due in 4 days
	Complete the I-9 form		Complete
	Complete the benefits form		Complete
<input checked="" type="checkbox"/>	Meet with design team lead and ...		Complete
<input checked="" type="checkbox"/>	Go over protocol for sales		Complete
<input checked="" type="checkbox"/>	Participate in office safety		Complete
<input checked="" type="checkbox"/>	Read handbook and sign		Complete
	Watch welcome video		Complete

Team Photos

Get acquainted with our office and team-building events.

ONBOARDING AND EMPLOYEE RETENTION

Onboarding is a critical part of employee retention. According to NEOGOV's *2019 Job Seeker Report*, public sector organizations that effectively onboard new hires can lower the rate of employee turnover by 29%.

Additionally, solidified onboarding programs increase time to productivity by 64%, according to The Aberdeen Group.



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 Onboard 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 customer and Implementation Consultant, including form builder, checklists and new hire portals.

PHASES 3 & 4 PRODUCTION

2-3 Weeks

DATA CONNECTIONS

The New Hire Feed is set up to bring over future employees from the Insight system. Additionally, E-Verify can be established and the position & employee imports can be completed if desired.

TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Onboard 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-IMPLEMENTATION

Ongoing

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

MANAGE

COMPLY

RECRUIT

DEVELOP

The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.

THE DEVELOP MODULE

helps HR teams build a more capable workforce by empowering managers with professional development tools and customized training programs that support employees and maintain organizational compliance.

Between retiring baby boomers, high turnover rates among younger generations, and a strong job market, it is becoming increasingly necessary for the public sector to adopt continuous and effective performance management to increase retention.

With robust, configurable evaluation functionality, and an integrated learning management solution, the Develop Module allows agencies to groom employees and position them for growth within the organization.

NEOGOV

PERFORM

DEVELOP

Performance management software nurtures communication, identifies and promotes employee strengths, and establishes a sense of purpose.

TRACK EMPLOYEE PERFORMANCE – *and provide constructive feedback to* – BUILD A MORE CAPABLE WORKFORCE

NEOGOV's employee evaluation software, Perform, is the only full-featured performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface. Perform automates annual and probationary employee evaluations, allowing your HR team to automate the process of identifying skill gaps and areas of improvement in their employees.

Perform is an integrated performance tracking solution that works seamlessly with NEOGOV's Onboard, Insight, and Learn. Use Perform to provide continuous feedback to your employees based on desired competencies established by your organization. Create employee or role-specific criteria for measuring performance, identify areas for growth, and schedule regular check-ins to see how employees are progressing. Avoid recency bias by regularly adding confidential journal entries to help you compose annual performance reviews.

Discover the best performers within departments and those that need more support using one-on-one performance reviews and employee self-rating. Generate individual development plans and recommend trainings based on an employee's competency scores.

CREATED FOR YOU *and your employees*

- ✓ Automate employee performance review processes
- ✓ Increase transparency and engagement between employees and managers
- ✓ Pinpoint shortcomings and growth opportunities for professional development





“The ease & flexibility of having performance evaluations online has been a huge factor that generates feedback from employees.”

DARCY LOWERY
City of Avondale, AZ

HIGHLIGHTED FEATURES

PUBLIC SECTOR-FOCUSED

Designed specifically for the public sector, Perform includes multiple features to ensure compliance and accommodate different processes based on each department’s requirements.

- Automatically adds shift managers to public safety evaluations
- Multiple managers can collaborate on a single evaluation
- Generate automatic employee acknowledgment tasks
- Handles varying frequencies and approval workflows to maintain efficiency

REPORTING & DATA

With Perform’s reports and dashboards, analyze individual employee, team, or departmental data to identify skill gaps across the agency and optimize employee development based on common themes.

- Easily analyze data and identify bottlenecks in the evaluation process
- Track status of performance review completion across managers & departments
- Measure goal achievement progress and determine where additional training is needed within the organization
- Quickly identify employees eligible for a merit increase

CONTINUOUS FEEDBACK

Perform allows for continuous communication with employees regarding manager feedback and goal tracking through email notifications, mobile or desktop journals, and scheduled and recurring check-ins. Managers can complete journal entries throughout the year to document performance and refer back during performance reviews.

- Schedule periodic check-ins to provide feedback and track goal progress
- Implement PIPs (performance improvement plans) and electronically document every step of the process
- Managers can refer to journal entries and check-ins to

NEOGOV PE Perform ▼ Search Casey Akers

Employees Performance Evaluations Library Positions Administrative Reports Help Feedback + 🕒

Evaluation Dashboard Goal Dashboard

My Tasks [view all](#) >

9 Total	3 Rating	2 Approve And Sign	1 Sign	0 Approve	3 Other	3 Overdue
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hide table ^

Task	For Employee	Related To	Due Date
📌 Sign 2020 Annual Evaluation for Mike Paterson	Mike Paterson	2020 Annual Evaluation	🚨 01/07/2019
📌 Add Goals to the Evaluation	Mike Paterson	2019 Annual Evaluation	🚨 04/07/2019
📌 Add Tasks to the Development Plan	Mary Anderson	Development Plan for Mary Ande...	🚨 05/01/2019
📌 Approve and Sign 3 Month Probationary Evaluation for Blake Berry	Blake Berry	3 Month Probationary Evaluation	07/27/2019
📌 Approve and Sign 3 Month Probationary Evaluation for Eric Jackson	Eric Jackson	3 Month Probationary Evaluation	07/28/2019
📌 Add Goals to the Evaluation	Brandon Arnold	2020 Annual Evaluation	07/31/2019
📌 Complete the Recurring Check In	Mary Anderson	2021 Annual Evaluation	09/28/2019
★ Rating For Mary Anderson's 2021 Annual Evaluation	Mary Anderson	2021 Annual Evaluation	12/05/2021
★ Rating For Brandon Arnold's 2021 Annual Evaluation (PT)	Brandon Arnold	2021 Annual Evaluation (PT)	12/19/2021

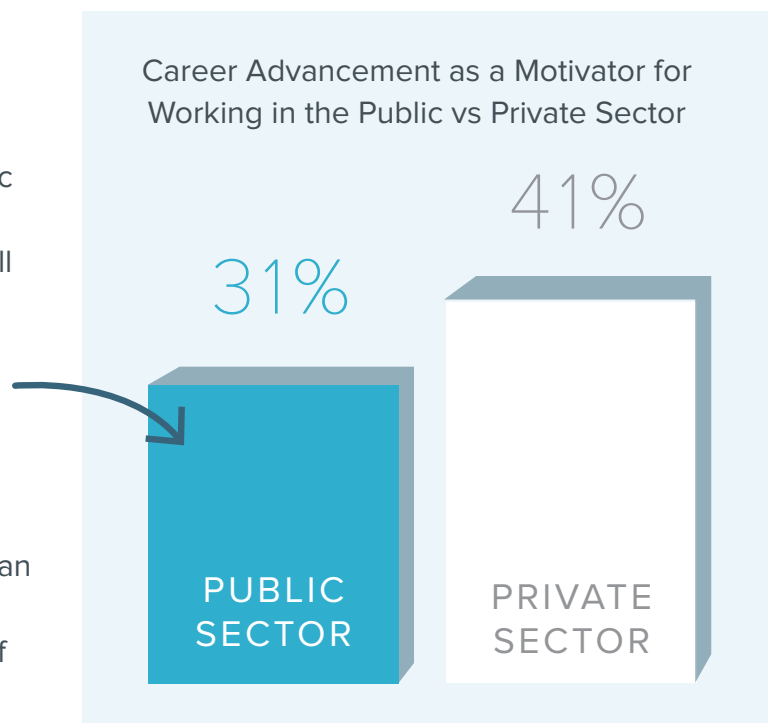
1 - 9 of 9 items

NURTURE EMPLOYEE DEVELOPMENT

Employee development is critical for the public sector. As baby boomers exit the workforce, public sector organizations are struggling to fill the positions that are opening.

According to NEOGOV's *2019 Job Seeker Report*, only 31% of public sector applicants listed Career Advancement as an attractive quality of the sector.

By conducting performance evaluations, HR can help nurture the career and skill development of teams, and ultimately improve the appeal of public sector employment.



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 Perform system through a combination of self-paced training modules, demonstrations from the implementation consultant and practicing in a training environment.

PROCESS MATCHING

Existing evaluation processes will be mapped onto the Perform system, including review cycles, approval structures, rating scales and competencies.

CONFIGURATION

The main elements and administrative settings of the Perform platform are configured together by the customer and Implementation Consultant.

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 Perform 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-IMPLEMENTATION

Ongoing

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

NEOGOV

LEARN



DEVELOP

Centralized tracking, online content, and an intuitive course builder allow for training efficiency in a 3-in-1 solution.

ONLINE EMPLOYEE TRAINING – *to cultivate growth, promote excellence and* – IMPROVE RETENTION

NEOGOV's learning management system eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform designed for the specific needs of the public sector.

Simplify the training process and reduce barriers to learning, in a system that's easy to use for both employees and managers. Learn's 3-in-1 solution comes with over 1500 courses, a course-builder with an easy-to-use intuitive interface, and the ability to add classroom trainings and track employee license and certification renewals specific to the public sector. Learn increases productivity, ensures compliance, and mitigates risk.

With Learn, automatically assign new hire training for streamlined onboarding. Maximize the benefits of Learn by also using Perform, NEOGOV's performance management software, to identify skill gaps and build curricula to address areas of improvement.

CREATED FOR YOU *and your employees*

- ✓ Designed for the public sector
- ✓ Centralize training and tracking
- ✓ Promote employee growth



HIGHLIGHTED FEATURES

CUSTOM COURSE LIBRARY

Build customized courses, upload SCORM, or use any of the 1500+ courses in NEOGOV's course library. With a robust and growing catalog, Learn offers pre-built courses in Employment Liability, Human Capital, Health and Safety, Law Enforcement, Public Works, and many more public sector-focused courses. Create your own courses and add quizzes to Word, PowerPoint, Adobe Acrobat, online videos, and more.

- Growing library of 1500+ pre-built courses
- Easy to upload or build custom courses and quizzes
- Easily group courses into learning plans for new supervisor training
- Courses specifically for hiring managers, such as Lawful Hiring, Guide to Interviewing, and Uncovering Implicit Bias

REPORTING & COMPLIANCE

Using Learn, reduce risk and liability claims with consistent, trackable courses, and license/certification renewal reminders. Easily store results, completions, and generate the reports you need to show compliance. Use Learn's quick visual indicators of progress across or within departments. View the status of course enrollment, completion, and overdue courses.

- Track course completion
- Monitor individual and department progress
- Reduce risk and liability with reports

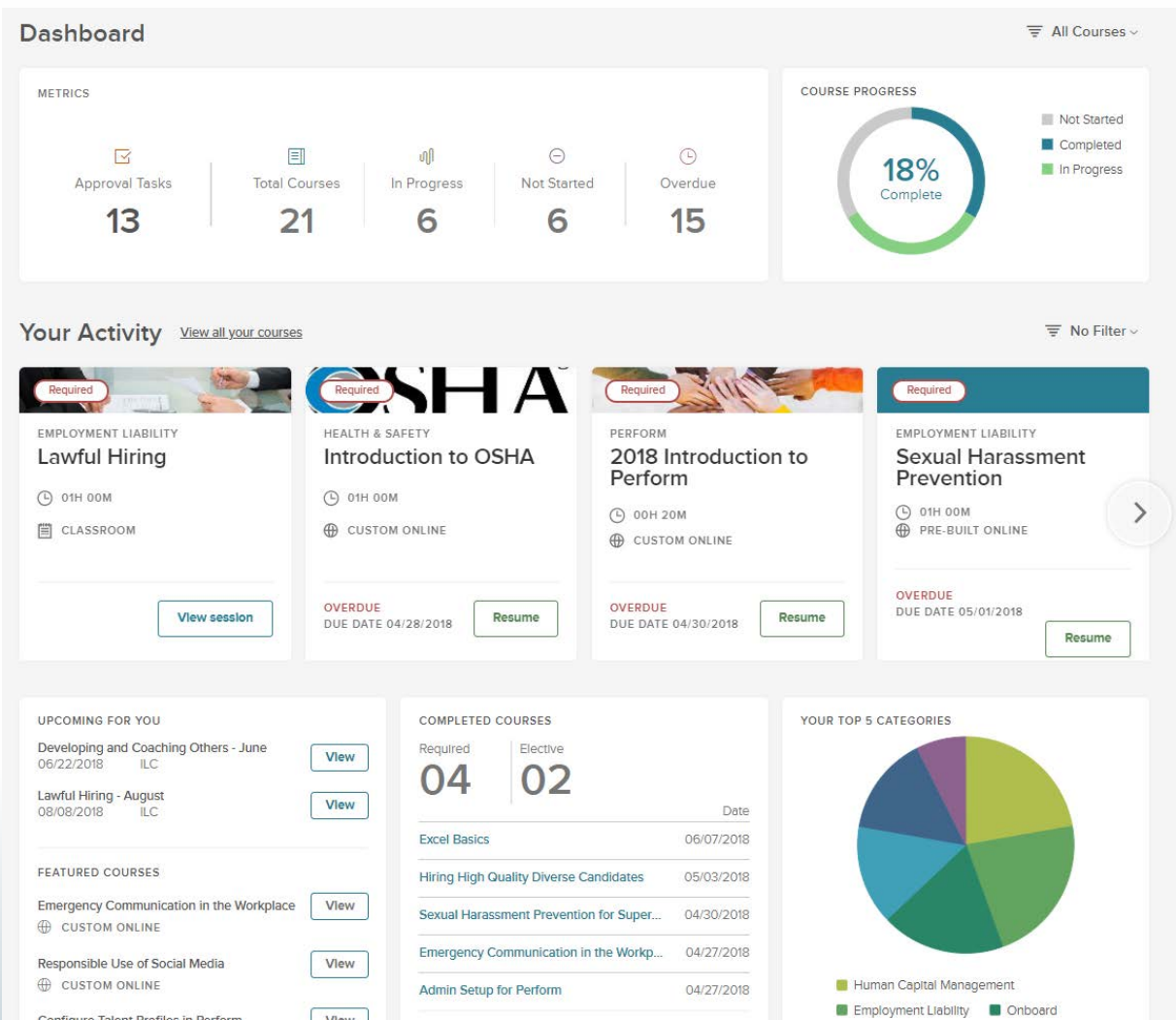
MODERNIZE PROCESSES

Learn's mobile experience and integration with Google and Outlook calendars make it easy for employees to stay informed of course requirements and complete them on the go. Use automated notifications and reminders to increase engagement and improve class attendance rates.

- Automated notifications and reminders
- Mobile-friendly interface
- Increase accountability and participation

“The online products & services they provide are invaluable for fulfilling our diverse & disperse training needs, as well as being affordable, & cost-effective.”

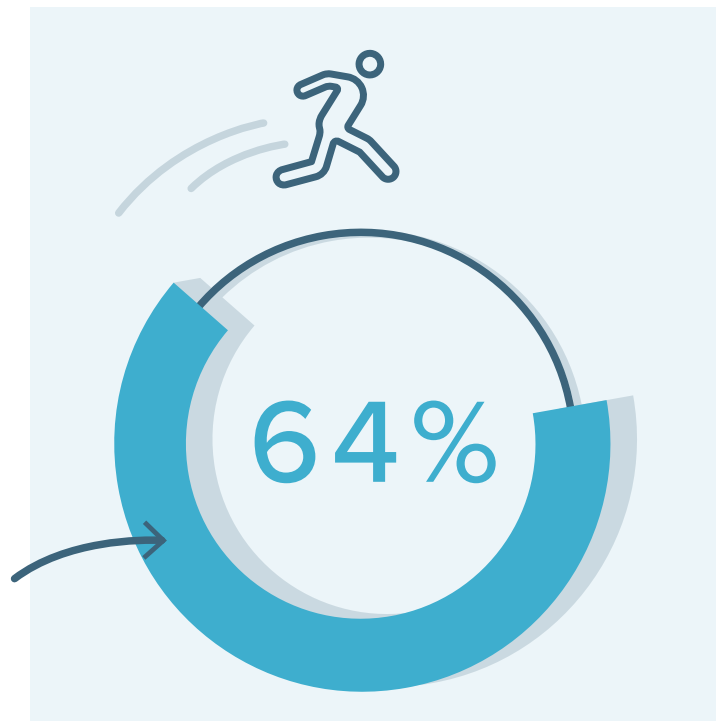
TRACY D. GALLO
State of Vermont



CULTIVATE GROWTH & PROMOTE EXCELLENCE

Help employees reach their full potential with continuous training that results in more competent and proficient employees. Make employees more effective in their current role or visualize a path to promotion. Our catalog includes course topics around communication skills, teamwork, and ethical decision making.

According to Accenture's survey of Chief Administrators, **64%** said a growing skills gap is their greatest workforce challenge. Implementing new training initiatives closes the gap.



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 training on the Learn system through a combination of self-paced video modules, demonstrations from the implementation consultant and practicing in a training environment.

CONFIGURATION

Customers start training on the Learn system through a combination of self-paced video modules, demonstrations from the implementation consultant and practicing in a training environment.

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 Learn 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.

COMPLY

RECRUIT

DEVELOP

MANAGE

THE MANAGE MODULE

keeps public sector HR teams organized and compliant by centralizing employee data, payroll, and benefits.

The Manage Module is engineered specifically for government agencies and institutions of higher education. It's designed to streamline and unify your core HR processes like payroll, time and attendance, and benefits. Additionally, it provides a time-saving self-service portal for your employees.

The self-service portal reduces errors and eliminates time-consuming requests by allowing employees to view and update their personal data, payroll details, and elected benefits.

The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.

NEOGOV

HRIS



Manage all public sector HR needs
with one integrated solution for
Core HR, Benefits, Payroll,
and Time & Attendance



A CENTRAL INTEGRATED SOLUTION – *designed for the* – COMPLEX NEEDS OF THE PUBLIC SECTOR

NEOGOV's Human Resource Information System (HRIS) is your central hub for employee records, salary, benefit administration, and workforce data. With one integrated system for Core HR, payroll, and time and attendance, NEOGOV's HRIS system makes it easy to manage and track human resources data while achieving compliance.

Designed with the public sector in mind, NEOGOV's HRIS automates approval workflows, streamlines HR processes, and minimizes repetitive administration tasks. Highly configurable and intuitive, HRIS lets HR shift their focus to higher value projects. The platform provides visibility across the agency and self-service access so employees can view pay stubs, update contact information, request time-off, change tax elections, and more, while automatically triggering any necessary approvals.

CREATED FOR YOU *and your employees*

- ✓ Fully integrated solution
- ✓ Compliant with public sector requirements
- ✓ Employee self-service



HIGHLIGHTED FEATURES

CORE HR

Centralize all personnel data in one place with NEOGOV's Core HR solution.

- Centralized storage of employee data with routing and approval workflows
- Employee self-service* with benefits, pay stubs, W2s, etc.
- Transparency between HR and employees

PAYROLL

Process accurate payroll on time while ensuring compliance with changing payroll laws. Supporting complex payroll requirements, our solution integrates easily with any general ledger and accounting suite.

- Complex capability: retro-pays, future dating, FLSA, and more
- Ensure compliance with changing payroll laws
- Integrate easily with any general ledger or accounting suite

TIME & ATTENDANCE

Set up unlimited schedule and shift patterns and provide online timesheets that integrate with time clocks and mobile time entry. Automate processes and reduce costly errors that cause incorrect payroll ledgers by eliminating manual processes.

- Highly configurable and automated
- Set unlimited schedule and shift patterns
- Online timesheets and mobile time entry
- Eligibility, entitlement, and FMLA tracking

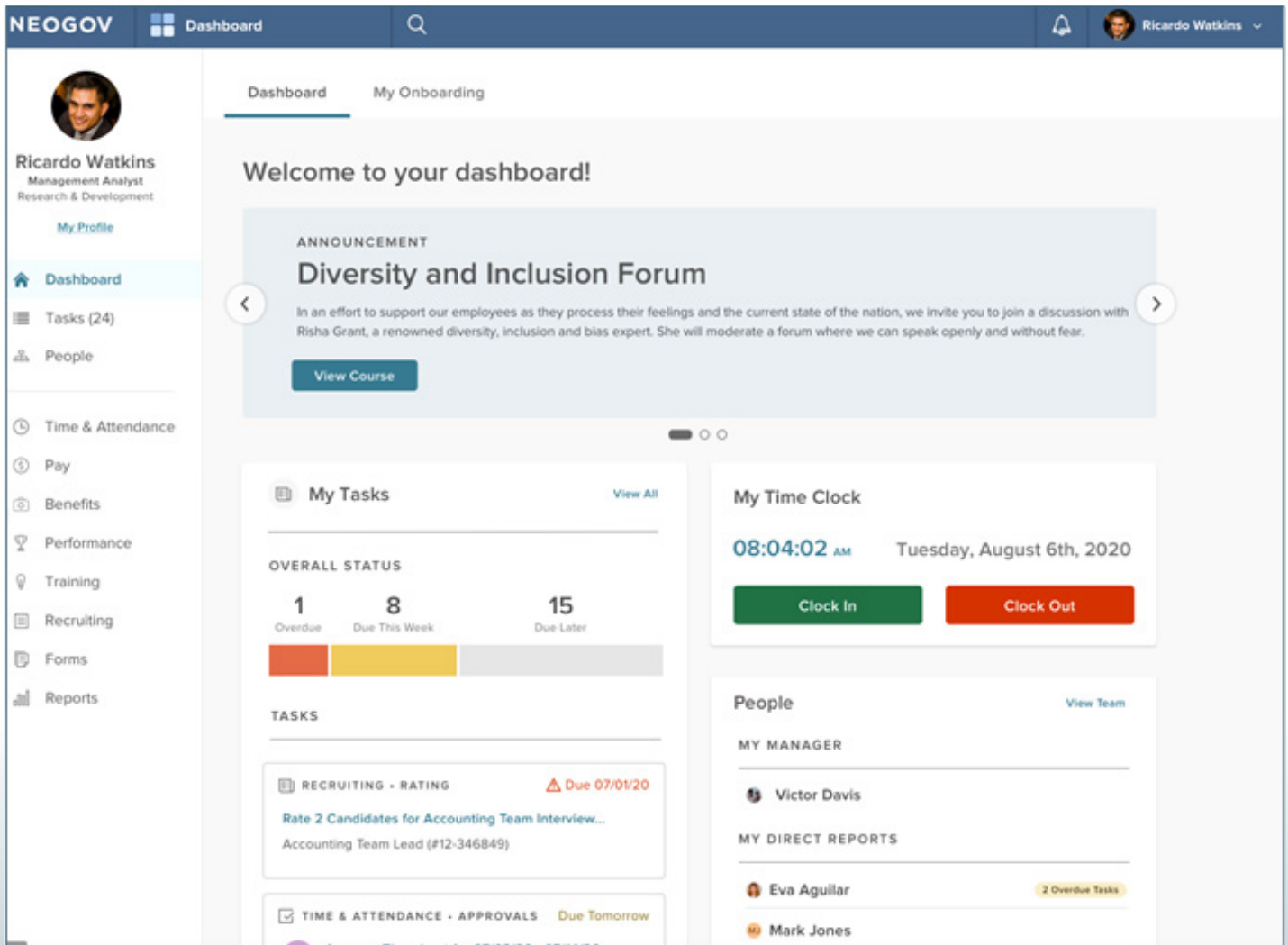
BENEFITS

Manage all employee, plan, and enrollment types in one place for increased transparency across every department.

- Define plan, coverage and rate data
- Schedules based on employee group, type, union, status
- Seamlessly integrated with Payroll with complex calculations for contributions
- 834 Carrier Exchange - Up to 3 Included

“The online products & services they provide are invaluable for fulfilling our diverse & disperse training needs, as well as being affordable, & cost-effective.”

TRACY D. GALLO
State of Vermont

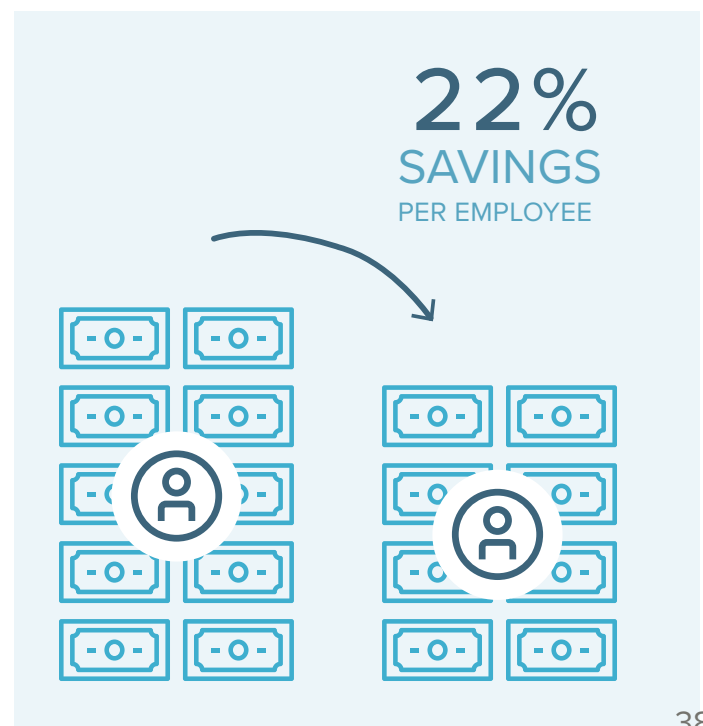


Employee/Manager Self Service Dashboard

INVEST IN AUTOMATION

NEOGOV's HRIS not only allows HR to spend more time on new initiatives for their employees, but also benefits the organization with a cost saving per employee.

According to Bersin by Deloitte, companies that utilize automated HR systems save an average of 22% per employee.



IMPLEMENTATION



DISCOVERY

5 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. Discovery for all purchased products happens at the same time.

PHASES 1 & 2 CONFIGURATION

6-8 Weeks

SCOPE Meet with Implementation Consultant (IC) Team weekly to fill out the employee data workbook, discuss and answer questions regarding your configuration, make decisions about how your software will work, and return any deliverables assigned to you.

TRAINING Customers start learning the HRIS system through a combination of self-paced training modules, demonstrations from the Implementation Consultant and practicing in a training environment.

CONFIGURATION The main elements and administrative settings of the HRIS platform are configured together by the customer and Implementation Consultant.

PHASES 3 & 4 TRAINING & PRODUCTION

8 - 20 Weeks

TEST & TRAIN During the train & testing phase of your implementation the team will begin to train you on how to use the system, test and validate your data, and make adjustments as identified. Once this is complete you will sign off on the training environment.

PARALLEL Once training, testing, and validation of your data are complete, we will enter the payroll parallel period. A minimum of 2 parallel cycles is required.

MIGRATION & VERIFICATION Once we have completed your system set-up, testing, and refinements and a test cycle of parallels, it will be time to migrate to the production environment. You will have an opportunity to provide updated employee data and validate your production data as we complete a production level parallel.

SIGN-OFF You will sign off on the production environment and the system will go live. You can now execute your internal rollout plan.

POST-IMPLEMENTATION

1-2 Weeks

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

RECRUIT

DEVELOP

MANAGE

COMPLY

THE COMPLY MODULE

integrates your policy management processes into one easy-to-use platform, keeping you organized and compliant by creating a single source of truth for all your important policies and documents.

With our Policy and eForms products, you can manage, update, distribute, and track your important policies and documents with ease. Enjoy easy collaboration with key stakeholders on policy updates, keep your employees accountable with signature tracking, and update policies up to 4x faster than traditional processes.


The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.

NEOGOV

POLICY



COMPLY



Policy is a secure, cloud-based repository to manage your policies and documents across their entire lifecycle.

Develop, review, approve, distribute, and track every policy with confidence, knowing that only one published version exists.

KEEP YOUR TEAM ORGANIZED – *and compliant with a* – MODERN POLICY MANAGEMENT SOLUTION

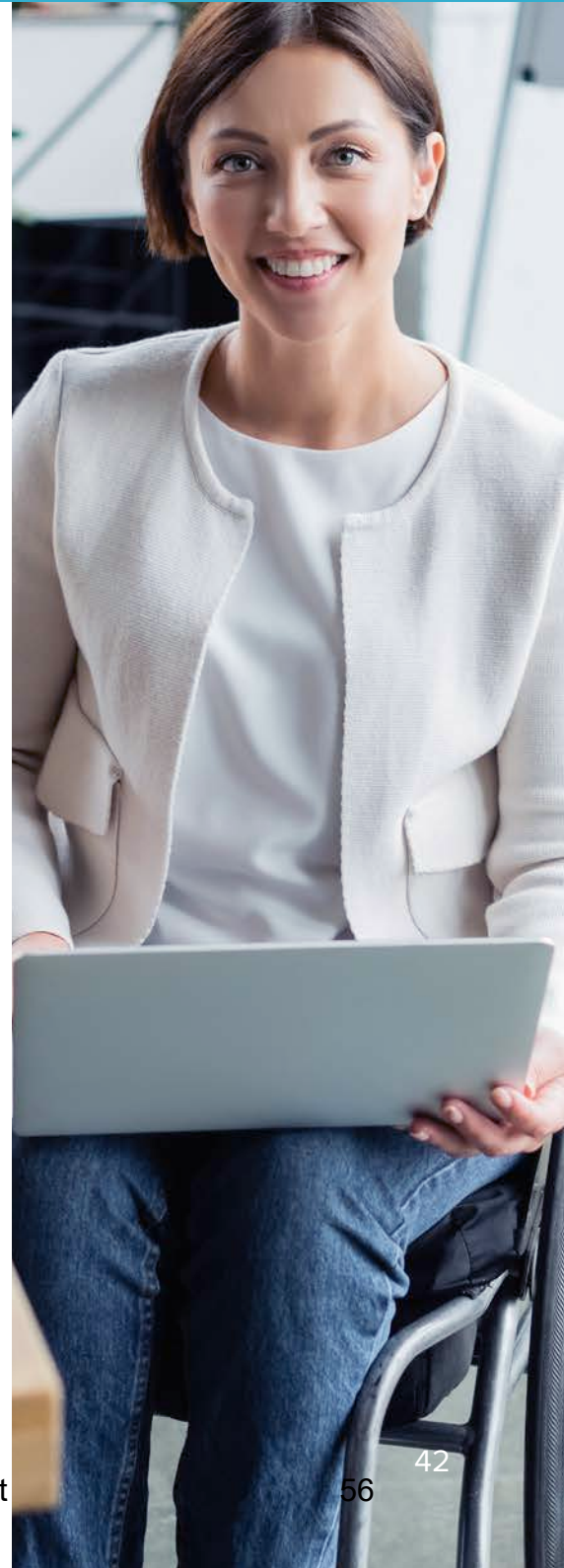
Policy is document-management simplified. Our secure, cloud-based repository manages policies and procedures across their entire lifecycle, ensuring your team is always connected to a single source of truth. Create, store, and distribute every policy with confidence, knowing only one published version exists.

Keep employees accountable with the ability to capture and track e-signatures. Easily view outstanding items like incomplete training, missing signatures, or failed tests, and quickly take action. Every time a policy is revised the public view is automatically updated, so your employees remain accountable.

Route documents for collaboration, review, or approval. Establish consistent processes for each department with workflow templates. Easily review and approve changes to critical documents with side-by-side, color-coded highlighting of everything that has been added, deleted, or revised.

CREATED FOR YOU *and your employees*

- ✓ Communicate More Effectively
- ✓ Build A Culture of Compliance
- ✓ Update Policies 4x Faster



HIGHLIGHTED FEATURES

UPDATE POLICIES 4X FASTER

Update policies 4x faster when compared to traditional processes. Save time with automated alerts, easily collaborate on document changes with key stakeholders, and track complete document histories.

- Fully integrated with Microsoft Office to edit policies and track changes
- Stay organized with a single source of truth for each policy
- Schedule automated policy review notifications to regularly update key policies
- Set up advanced workflows to collaborate across your organization

SAVE THOUSANDS IN PAPER COSTS

Paper processes are expensive and time-consuming. Modernizing your policy management process will save you time, resources, and prepare you for the future.

- Save an average of \$11,000 in paper and printing costs alone
- Full-text search makes locating a policy quick and easy
- Reduce your carbon footprint with more than 47 trees saved per customer
- Free mobile application provides access to up-to-date policies from any location

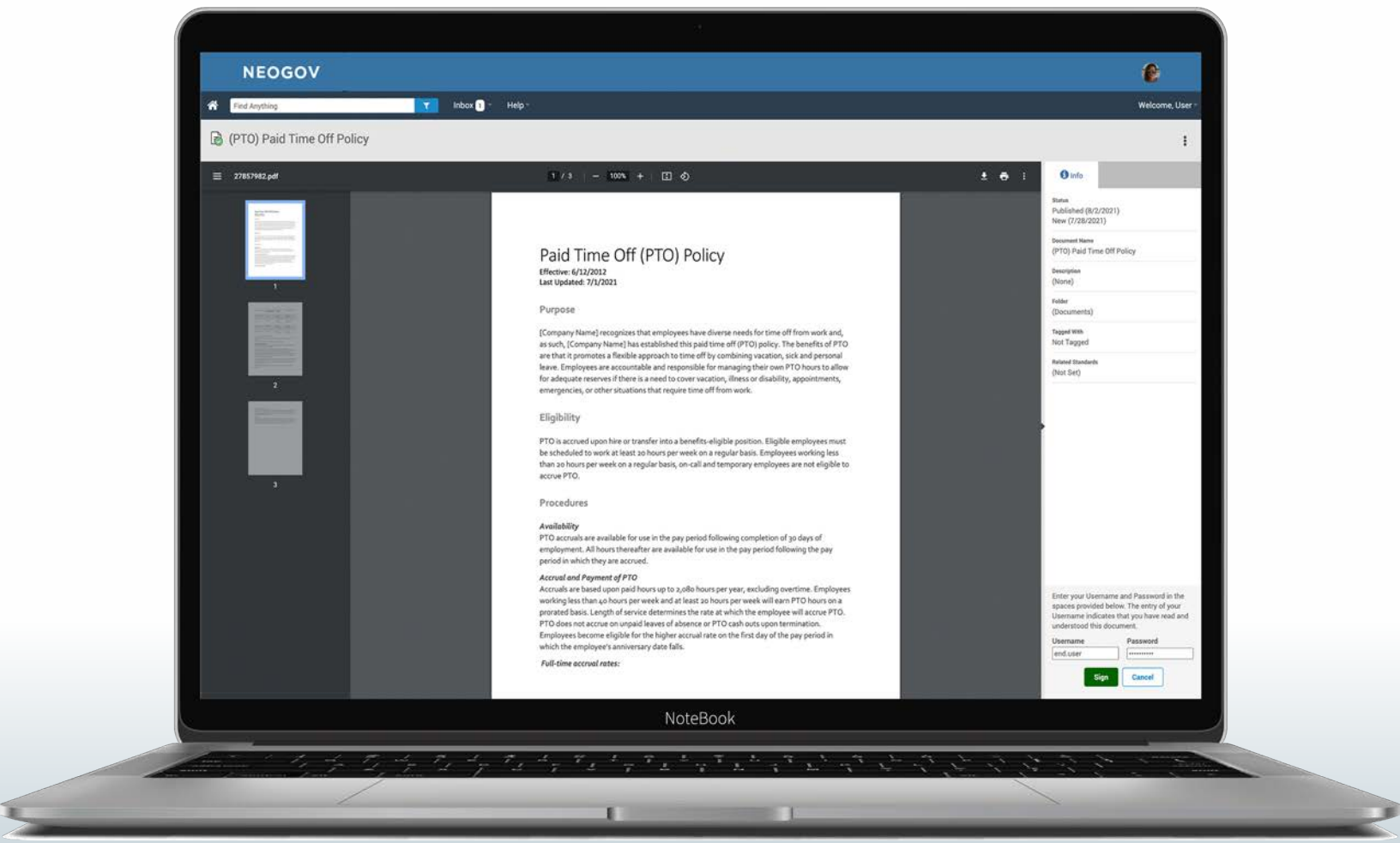
FOSTER A CULTURE OF ACCOUNTABILITY

Compliance hinges on effective policy management. Use Policy's powerful tracking tools to reduce liability.

- Hold employees accountable with electronic signature tracking
- Maintain a complete audit trail of every version of every policy
- Automatically alert employees when a policy has changed
- Side-by-side comparison of policy changes for faster comprehension

“NEOGOV'S Policy creates a way for us to quickly revise a policy and with one click release it to hundreds of people so they can acknowledge it.”

WILL STONE
Seminole County Sheriff's
Office, Florida



View and Edit Policies

SAVE TIME AND MONEY

These days, public sector HR teams need to be able to update policies quickly and efficiently. But many policy management processes are stuck in the past. Implementing a modern policy management solution provides wide-ranging benefits to both your employees and your organization as a whole.

Policy enables you to revise and distribute policies 4x faster than traditional paper-based processes. This results in enormous time savings right from the beginning.

Additionally, customers that move to a modern policy management solution save an average of \$11,000 in paper and printing costs alone. These savings continue to grow over time.

IMPLEMENTATION



DISCOVERY

1 Week

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 Policy system through a combination of self-paced training modules, demonstrations from the Implementation Consultant and practicing in a training environment.

USERS & GROUP CREATION

Employees are imported into the Policy platform so that the customer can create user groups that will serve as reviewers and approvers of policies.

DOCUMENT MANAGEMENT

The Implementation Consultant will load all existing policy documents into the 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 Policy 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.

NEOGOV

EFORMS



COMPLY

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

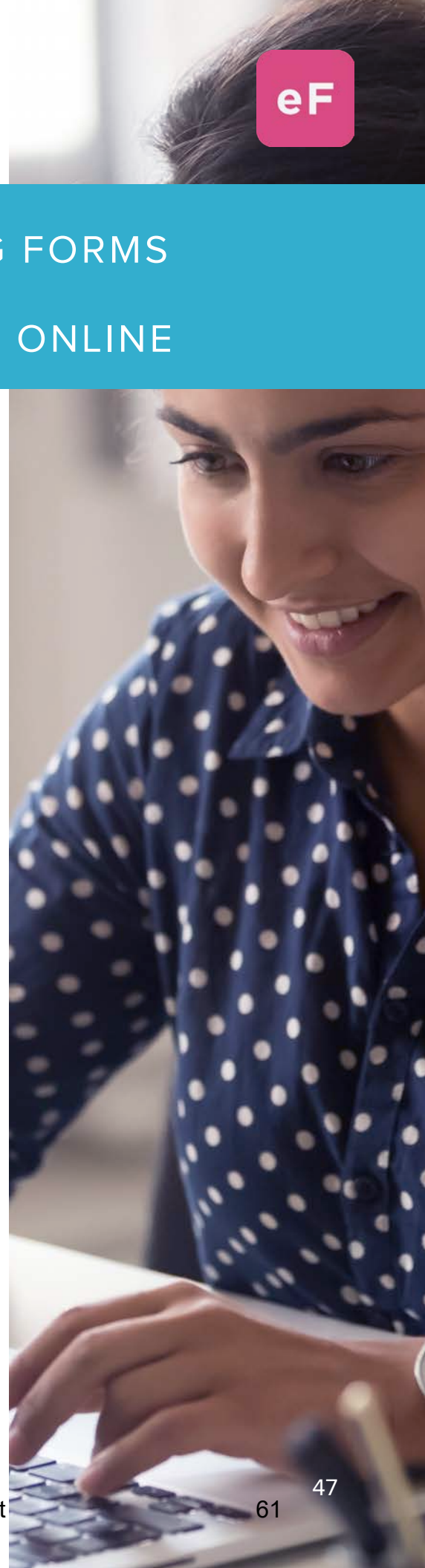
PUT AN END TO CHASING FORMS – *by managing your* – FORMS AND WORKFLOWS ONLINE

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.

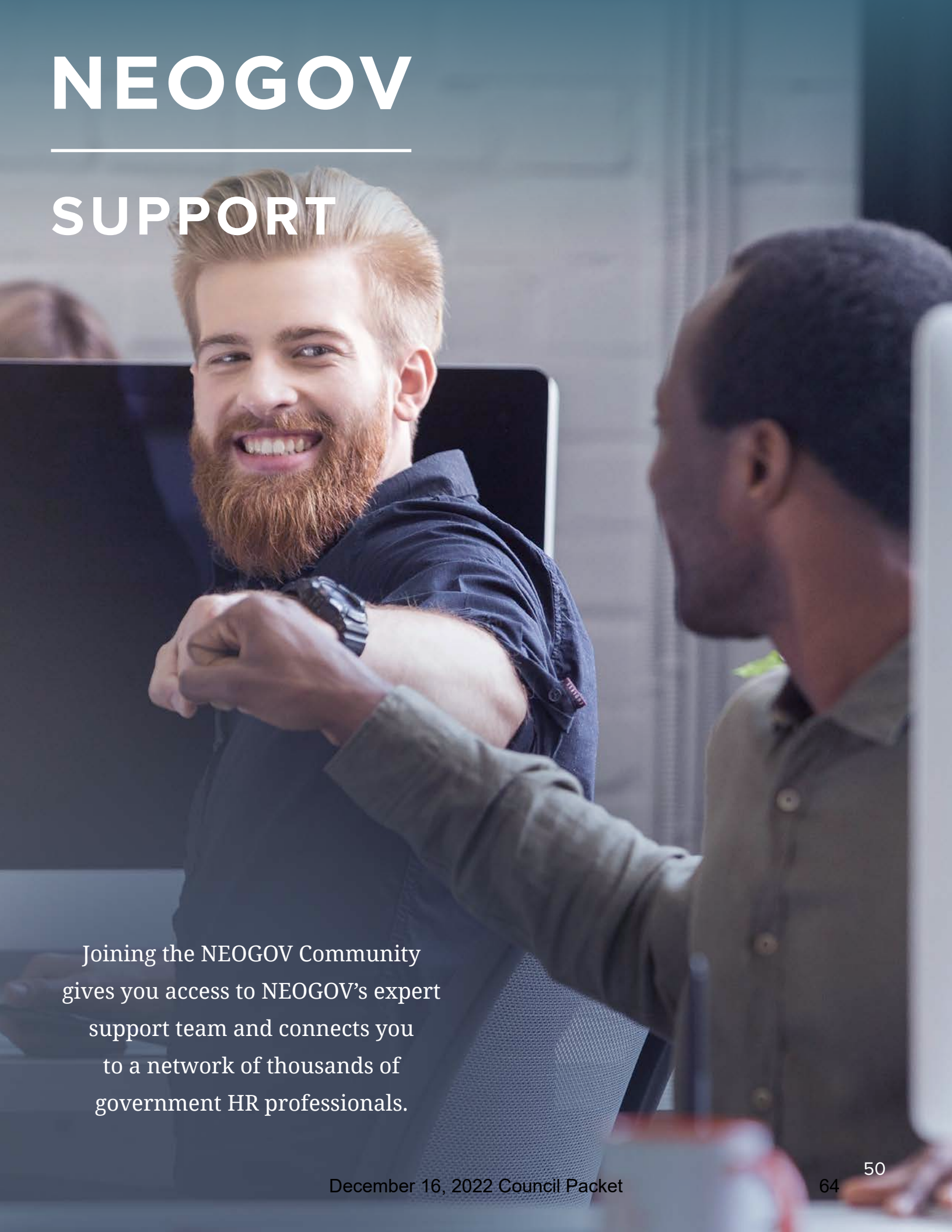
POST-PRODUCTION

Ongoing

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

NEOGOV

SUPPORT



Joining the NEOGOV Community gives you access to NEOGOV's expert support team and connects you to a network of thousands of government HR professionals.

GREAT SUPPORT – at your – FINGERTIPS

CUSTOMER SUPPORT

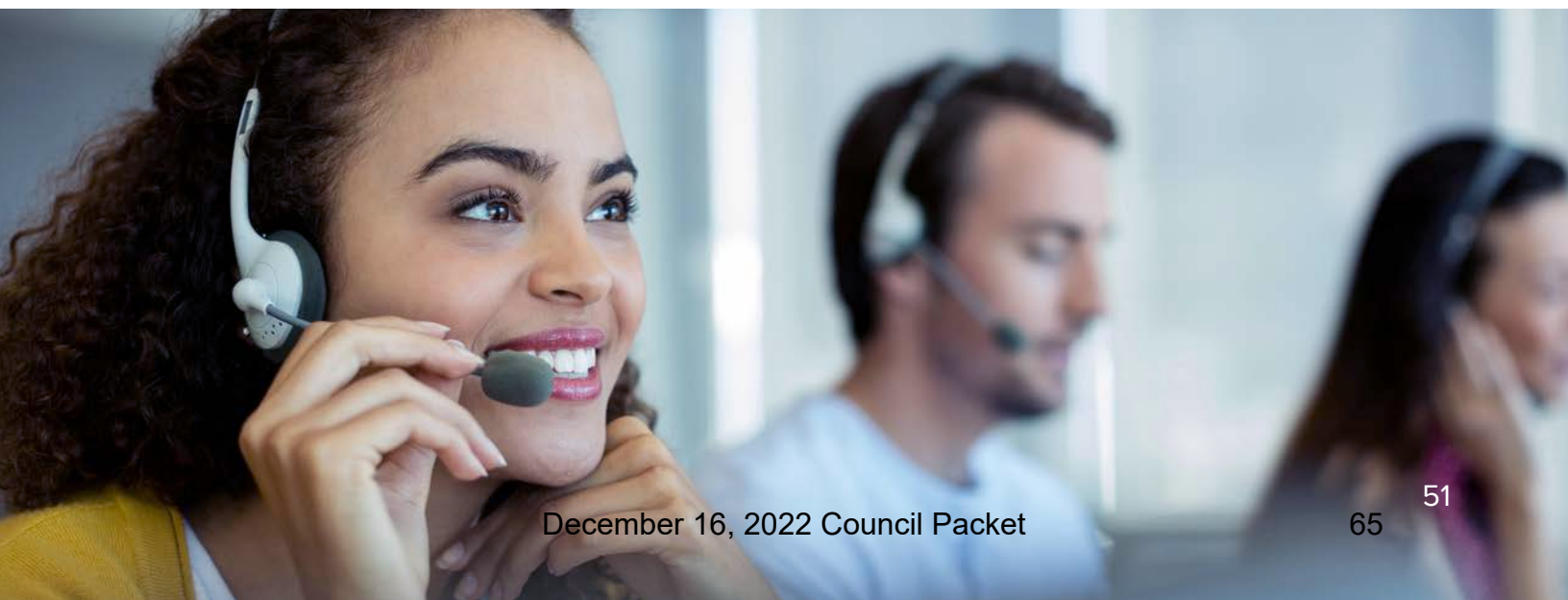
NEOGOV has a team of experienced professionals ready to help you learn our products and answer your questions by phone, email, or logging a case. Our live Customer Care Team is available from 6:00 AM to 6:00 PM (Pacific Time), Monday through Friday (excluding NEOGOV holidays). During these phone support hours, you have an unlimited number of calls available. If you call outside of these hours, or if all our representatives are busy, simply leave a message and your call will be returned once a team member is available.

APPLICANT SUPPORT

Our highly trained applicant support professionals are available for live consultations with applicants to resolve technical issues. Our live Applicant Support Team is available from 6:00 AM to 5:00 PM (Pacific Time), Monday through Friday (excluding NEOGOV holidays). If a call is received outside of these hours, or if all our representatives are busy, the caller can press a button to request a callback.

IMPLEMENTATION SUPPORT

NEOGOV's team of skilled Product Implementation Consultants (many of whom are former HR professionals) are here to help you successfully deploy our products. You'll be assigned an Implementation Consultant to guide you through learning and configuring our products. Rather than a one-time software trainer with limited interaction, your Consultant will serve as your Product Subject Matter Expert, providing you with best practice advice during the entire implementation project.



CONNECT WITH US

COMMUNITY CONFERENCE CALLS

NEOGOV provides Community Conference Calls. Once you sign in to a product, you become subscribed to an email that announces the upcoming times and dates of our Community Conference Calls. The email subscription can be modified within your user settings. These calls focus on sharing new product features and functionality with our users.

ONLINE SUPPORT

When you join NEOGOV, you become part of our Online Community, a 24-hour resource where customers can connect and interact with each other. Our team ensures up-to-date materials are available for you, from training guides and video tutorials to announcements, FAQs, and product enhancement release notes. Connect with other HR professionals through the Community Forum, where you can share knowledge, resources, ask and answer each other's questions. Collaboratively use the Idea Board to suggest improvements to our products and vote or comment on your peers' ideas. All of these features and more are available for your unlimited use.

CONNECT USER CONFERENCE

NEOGOV's CONNECT Conference and Pre-Conference Training are annual, live, in-person events focused on providing customers with training and information to enhance their use of NEOGOV products and their professional knowledge. Pricing for tickets is published once available and varies from year to year.

The Pre-Conference Training is a day-long selection of classes about NEOGOV products. The Conference is a two-day series of sessions providing additional product and best practices information to grow customers' knowledge base — some of which qualify for SHRM and/or HRCI credits. We also host a social event at the Conference to foster relationships between members of the NEOGOV Community.



LET'S GET TECHNICAL

SUPPORT SERVICE LEVELS

We take all of your support requests very seriously. In order to ensure all your phone and online bug reports are appropriately addressed, we confirm all requests through case receipts. These case receipts are promptly shared with you. A NEOGOV employee will discuss and review the ticket with you to assess priority. After internal investigation, we'll update you with a resolution timeline.

HOSTING & SECURITY

NEOGOV places a priority on data security and implements industry-leading protection and resilience measures including, but not limited to:

INFRASTRUCTURE	SECURITY
Tier 3 fully redundant Data Centers located in different geographic zones	Best in class Endpoint Protection Platform (EPP)
No single point of failure	IDS/IPS
Multiple biometrics required for physical access	Automated and manual penetration testing
SOC1 type 2 certified Data Centers	Bug bounty program
Portable IP block accessible across multiple locations	Automatic DoS and DDoS preventative measures
Resilient routing using BGP across multiple ISPs	Application aware firewall filtering and AV scans
COMPLIANCE	Only TLS1.2 ciphers allowed
HIPAA Security Rule compliant	Inbound packet inspection
SOC2 type 2 certified	Multi-vendor firewalls
NIST 800.53 moderate certified	Data encryption in transit
PCI-DSS self-certified	Data encryption at rest using AES256

COMPLETE THE SUITE



Complete the NEOGOV platform to support the entire employee lifecycle.

RECRUIT

Accelerate time-to-hire by automating and centralizing the candidate attraction, selection, and onboarding processes.

DEVELOP

Build a more capable workforce with professional development tools and customized training programs that maintain compliance.

MANAGE

Ensure HR stays organized and compliant by centralizing employee data, payroll, and benefits in a highly-secure system.

COMPLY

Manage, update, distribute, and track important documents to stay compliant and maintain a single source of truth.

THE NEOGOV DIFFERENCE



Public Sector-Focused

We focus exclusively on the unique needs and compliance requirements of government agencies and higher ed institutions.



Shared Library of Global Resources

Save time by tapping into our global resource library to leverage other organizations' detailed class specs, forms, and processes.



Online Community of Peers

Join thousands of other public sector HR leaders who participate in discussions and solve challenges together.



Free Customer Support and Training

We're here to help. Contact a live customer service agent with questions, attend free training events, and access online courses.