

# **NEOGOV Onboard Portal**

## New Employee Instruction Guide

FY 2020



# NEOGOV Onboard Portal

## Employee Onboarding Portal contains useful information about:

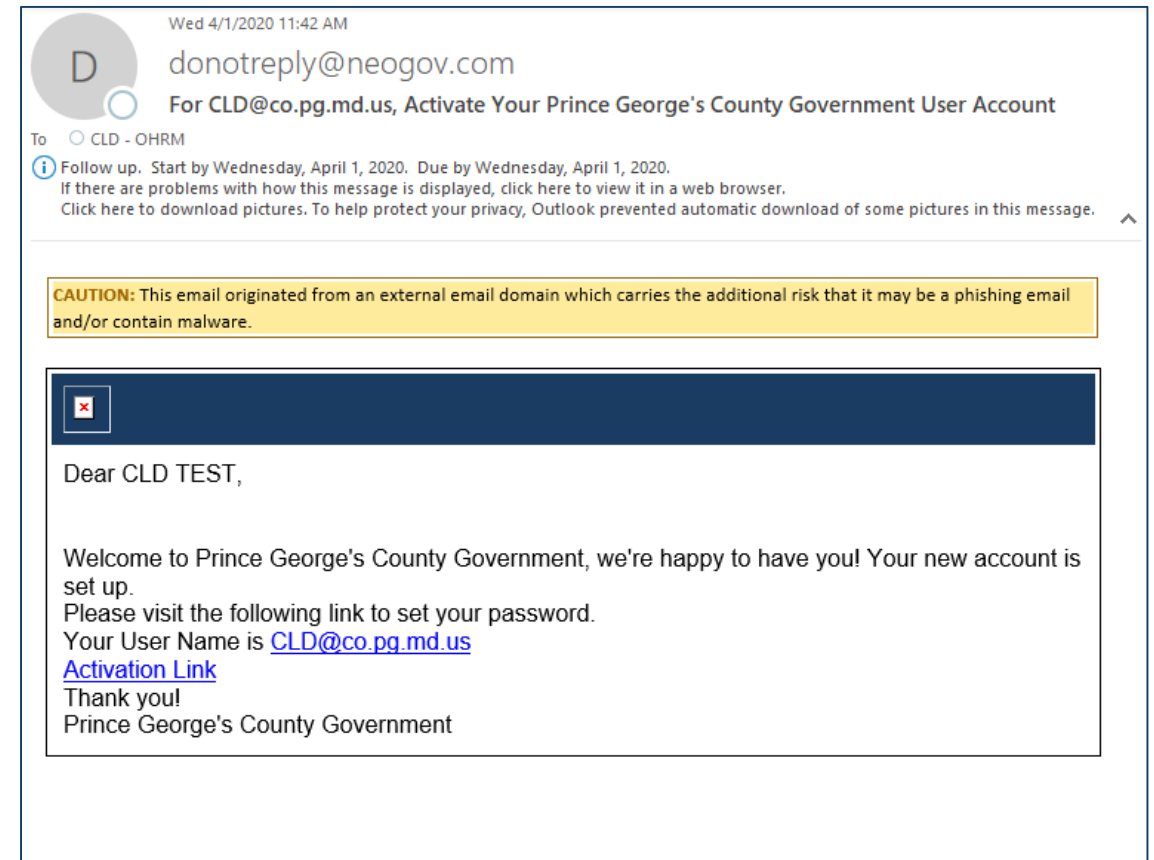
- Virtual Orientation Session Info
- Orientation Resources
- Checklist of forms to complete
- Helpful links

The screenshot displays the NEOGOV Onboard Portal for a user named CLD TEST. The interface includes a navigation sidebar on the left with options for 'My Dashboard', 'Employee', 'Onboarding', and 'Manager'. The main content area features a 'Welcome to Prince George's County Government, CLD' banner, a 'What to Expect on Your First Day' section with login information for a virtual orientation session, and a 'Checklist' of 10 items to be completed within one week. A 'COVID-19 Information' section with a 'Coronavirus Info' link is also visible at the bottom.

Task	Progress	Due Date
Complete I-9	0%	Due in 1 week
Complete PGC Basic Life Insurance Beneficiary Form	0%	Due in 1 week
Upload I-9 Employment Eligibility Verification Documents	0%	Due in 1 week
Upload Photo for Employee ID Card	0%	Due in 1 week
Complete W-4	0%	Due in 1 week
Complete Employee Handbook Acknowledgement Form	0%	Due in 1 week
Complete Direct Deposit Authorization Form	0%	Due in 1 week
Complete Self-Identification of Disability Form	0%	Due in 1 week
Complete MW507 Form	0%	Due in 1 week
Complete MD State Retirement Application for Membership	0%	Due in 1 week

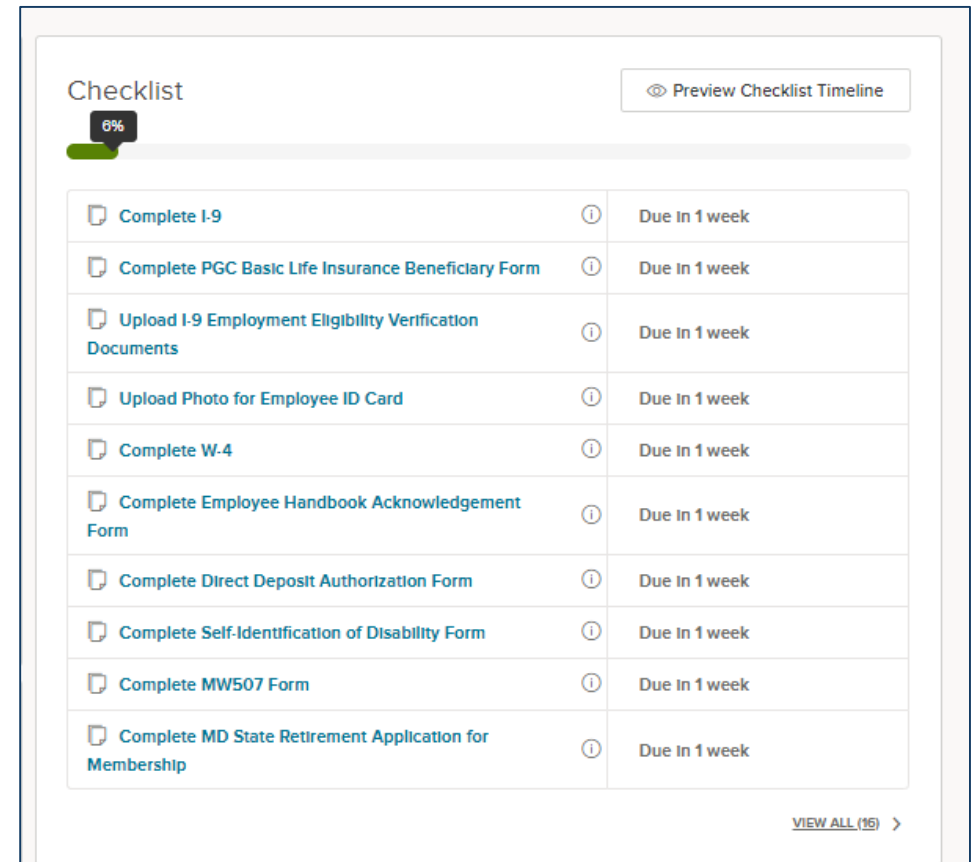
# NEOGOV | Employee Account Activation Email

- New employees will receive an activation email from **donotreply@neogov.com** to setup their NEOGOV Onboard account
- The email will be sent the employee's personal email address
- Employee must click activation link to set their password
- The NEOGOV Onboard Portal can be accessed online at <https://login.neogov.com> using the email address and password set by the employee























# NEOGOV | Onboarding Checklist

- Checklist is an interactive function on employee onboarding portal for new hires to provide required and optional onboarding information through the portal
- **Online Forms:** Includes required forms (tax forms, direct deposit, etc.)
- **Document Upload:** Employees can also upload I-9 documents and photos for County Employee ID Cards
- Click on form link in the checklist to submit information
- Required forms must be completed within two (2) days of start date



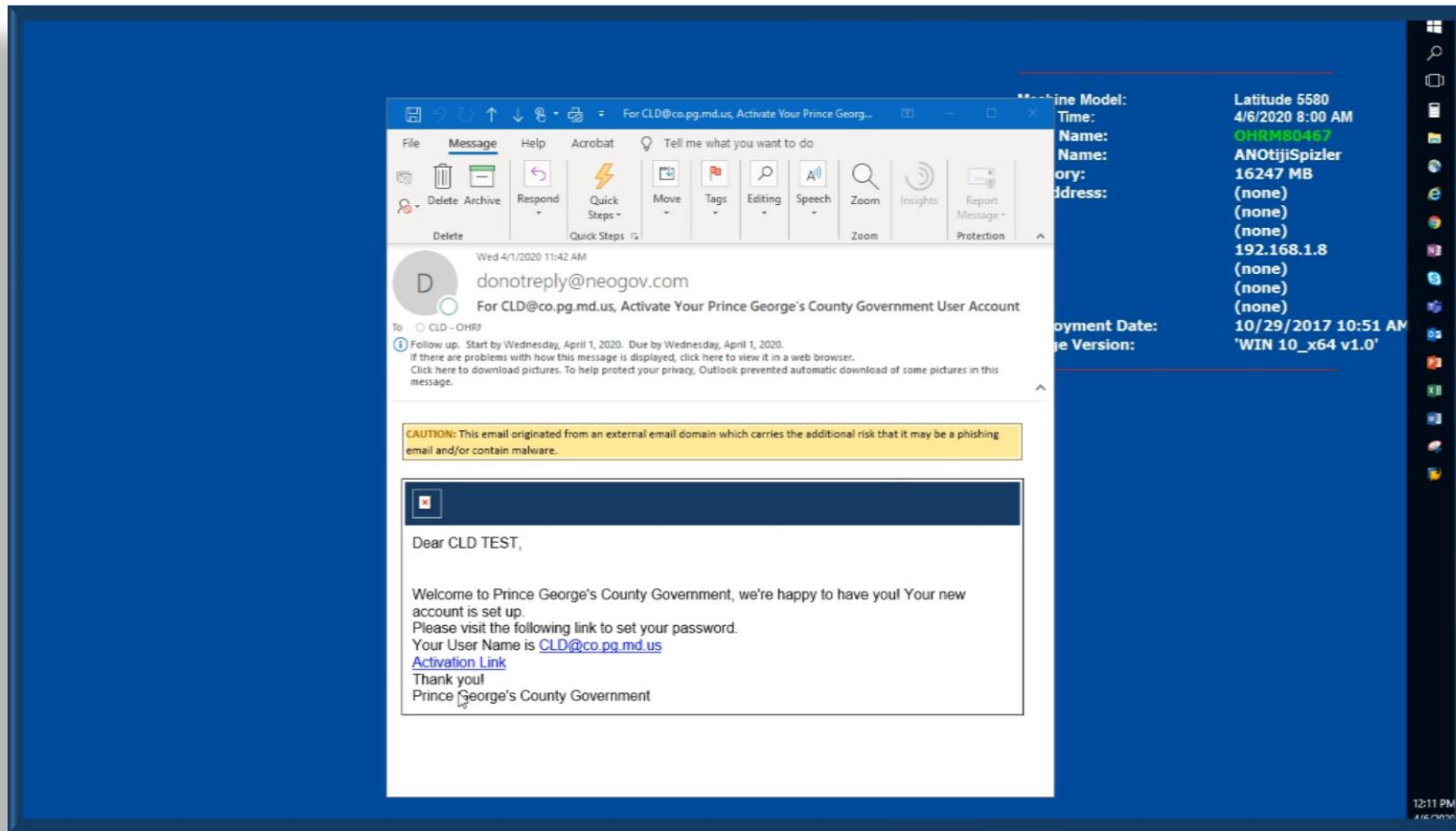
Checklist Preview Checklist Timeline

0%

 Complete I-9		Due in 1 week
 Complete PGC Basic Life Insurance Beneficiary Form		Due in 1 week
 Upload I-9 Employment Eligibility Verification Documents		Due in 1 week
 Upload Photo for Employee ID Card		Due in 1 week
 Complete W-4		Due in 1 week
 Complete Employee Handbook Acknowledgement Form		Due in 1 week
 Complete Direct Deposit Authorization Form		Due in 1 week
 Complete Self-Identification of Disability Form		Due in 1 week
 Complete MW507 Form		Due in 1 week
 Complete MD State Retirement Application for Membership		Due in 1 week

[VIEW ALL \(16\)](#) >

# NEOGOV | Employee Login & Account Video



# Questions?

Please contact the OHRM Center for Learning and Development team. The CLD team will respond within 48 business hours.



**Email**

[CLD@co.pg.md.us](mailto:CLD@co.pg.md.us)