NEOGOV

COMPLY

RECRUIT

DEVELOP

MANAGE

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

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.

NEOGOV

HRIS

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

MANAGE

BENEFITS

HR

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
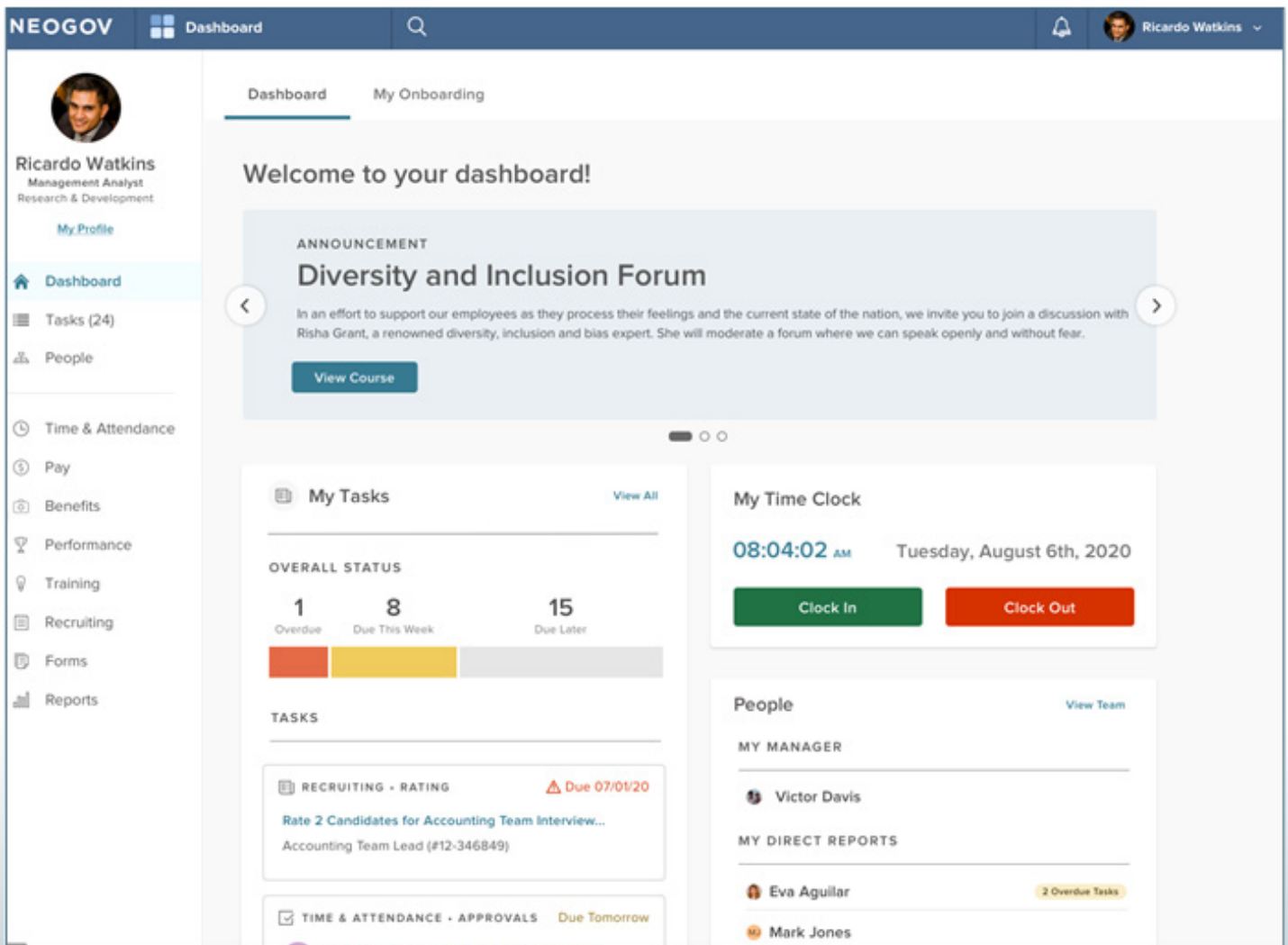
BENEFITS

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

*Must have Benefits and Payroll

"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.

22%
SAVINGS
PER EMPLOYEE

IMPLEMENTATION

HR

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 our the employee data workbook, discuss 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.

Represents schedule for a single HRIS product. There are 4 HRIS products. May change based on organization size.