NEOGOV

HRIS

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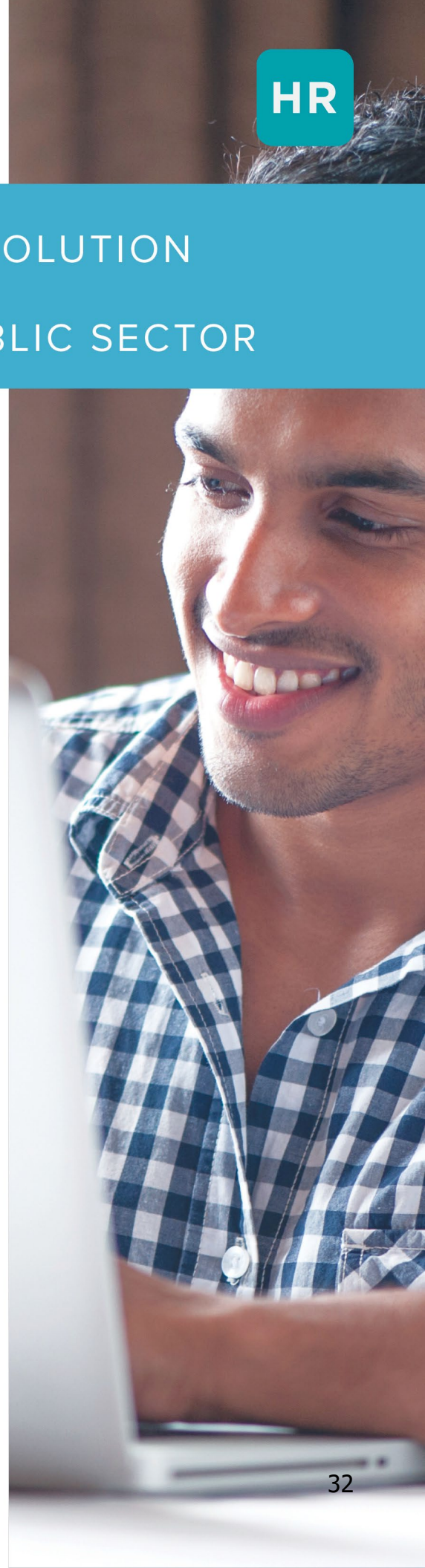
BENEFITS

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. Core HR's employee self service feature allows employees to view and update their personal information such as benefits, pay stubs, and W2s, and trigger automatic approval notifications. HR can define routing and approval workflows for any form or process created in the system.

- Centralized storage of employee data
- Employee self-service
- Transparency between HR and employees

PAYROLL

NEOGOV's Payroll lets public sector HR teams process accurate payroll on time while ensuring compliance with changing payroll laws. Supporting complex payroll requirements from simple overtime calculations to complex 9/80 time rules, meal penalty and premiums, shift differential paid over midnight and multiple premiums layered onto the same hours, retro-pays, and future dating, our solution integrates easily with any general ledger and accounting suite to accurately track payroll.

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

TIME & ATTENDANCE

With NEOGOV's highly configurable and automated processes, HR can set up unlimited schedule and shift patterns and provide online timesheets that integrate with time clocks and mobile time entry. By eliminating spreadsheets and tedious manual routines, HR teams are able to automate processes and reduce costly errors that cause incorrect payroll ledgers.

- Highly configurable and automated
- Set unlimited schedule and shift patterns
- Online timesheets and mobile time entry

HR

" 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
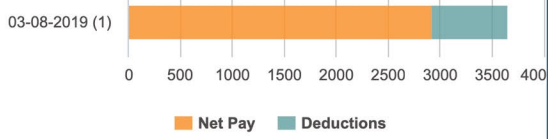
INVEST IN AUTOMATION

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

PHASE 1 INITIATION

1-3 Days

KICK OFF Overview of timeline, roles & responsibilities, next steps, questions & answers.

LEARNING Tour of tutorials and/or user guide(s) located within the NEOGOV Community.

PREPARING Gather all relevant documents, rules, and process descriptions.

PHASE 2 CONFIGURATION

1-3 Weeks

CORE HR Meet with Implementation Consultant (IC) to discuss org structure, user roles, approval processes, and reporting needs. Populate workbook with core entity and employee census data.

BENEFITS Provide benefit plan documents including rate tables and eligibility to IC. Update workbook with benefit enrollment details.

PAYROLL Send summary pay register, pay calendar, holiday schedule(s), and other required documents. Populate tax, direct deposit, wage orders, and other related data in the workbook. Ensure pay date information is in the required format, ready for import (January 1 start dates will not require this step).

TIME & ATTENDANCE Ensure required time rules and schedules are documented and sent to IC. Consult with IC around specific time capture needs.

PHASE 3 PRODUCTION

3-8 Weeks

CORE HR Practice activities from the perspective of the employee, manager & HR Admin.

BENEFITS Test life events & benefit eligibility schedules, then practice enrollment changes. Plan and test any carrier connections.

PAYROLL Conduct payroll history conversion and parallel testing. Test general ledger export and import to ERP/financial package.

TIME & ATTENDANCE Review attendance plans and test for accuracy of accrual. Document (in detail) timesheets and rules for overtime, shifts, etc., then test once configured.

PHASE 4 COMPLETION

1 Week

PRODUCTION REVIEW Final overview to ensure the system is set up correctly, to confirm the training process follows what is being used currently in your organization, and to provide another opportunity for Q&A to refine the process.

WRAP UP ICs provide support during final configuration & setup and facilitate transition to Customer Success (NEOGOV) for on-going customer support.

COMPLETE SURVEY Fill out Implementation Survey to provide your feedback to NEOGOV's management team.

Time to implement subject to change for agencies with more than 2,500 employees.