

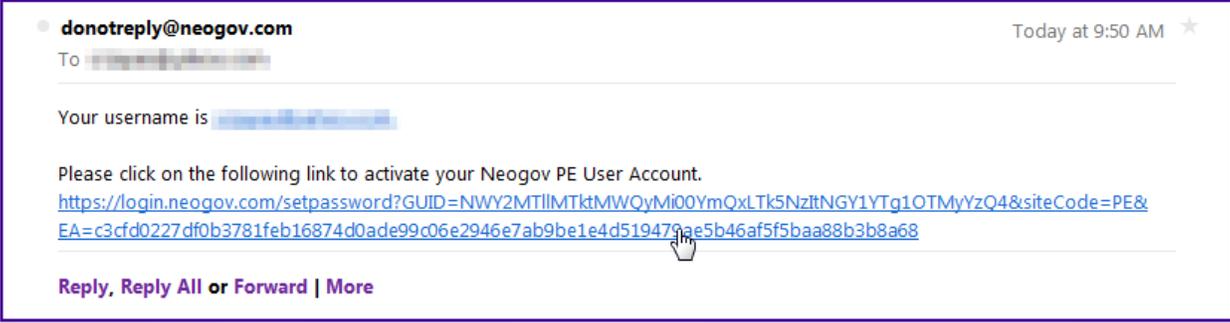
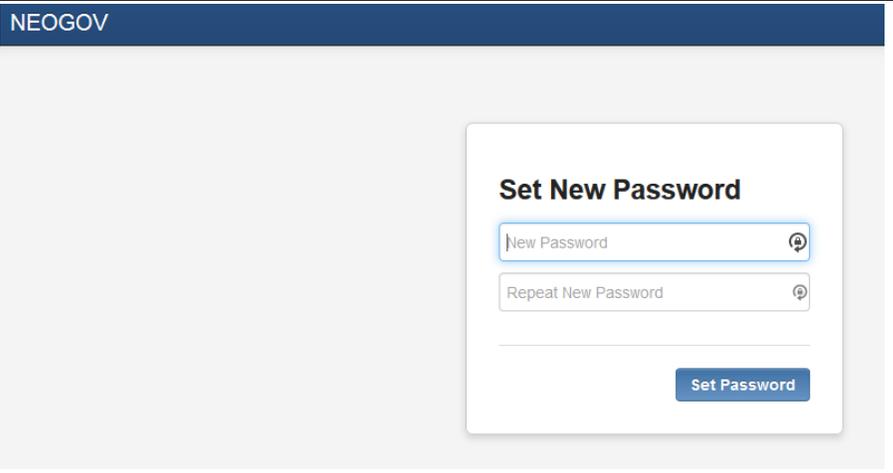


New Employee User Guide – NEOGOV New Hire Paperwork

Welcome to the City of Albuquerque! We are excited to have you as a new staff member. In order to make your first day and orientation easier, please complete your new hire paperwork via our online NEOGOV system.

If you have any questions while completing your online paperwork, please contact us by calling 505-768-3700 or emailing us at humanresources@cabq.gov.

Initial LogIn:

Step	Action
1.	<p>You will receive an activation email from donotreply@neogov.com. This will be sent to the email address you supplied during the application/interview process.</p> <ul style="list-style-type: none"> Click on the Link  <p>TIP: Mark donotreply@neogov.com as not spam. You will continue to receive email reminders from this address throughout the New Hire process.</p>
2.	<p>Passwords are case sensitive. The new password must contain at least 8 characters including an Upper Case and lower case letter, a number, and a special character (i.e. !, #, \$, %).</p> 

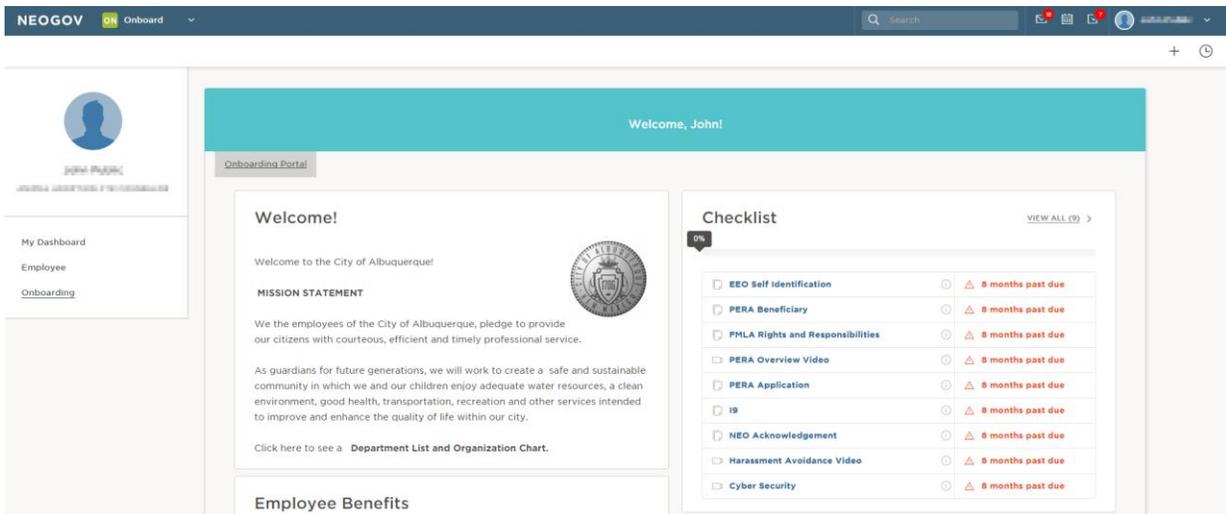
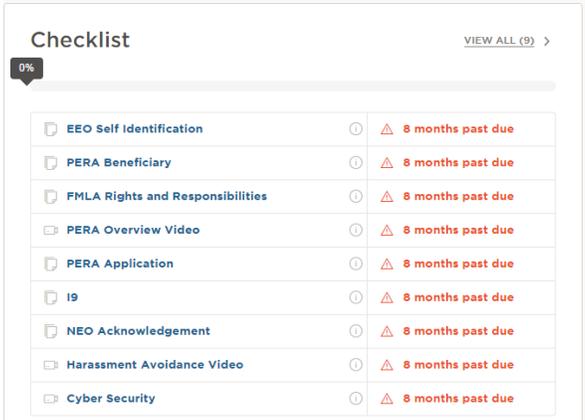


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Future LogIn:

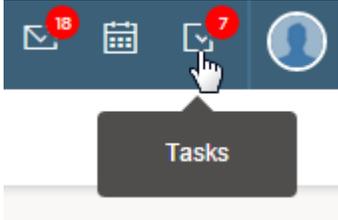
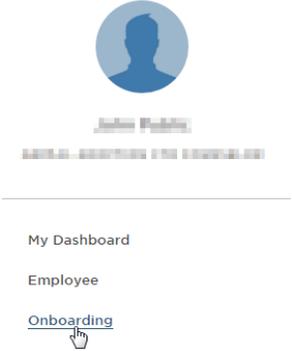
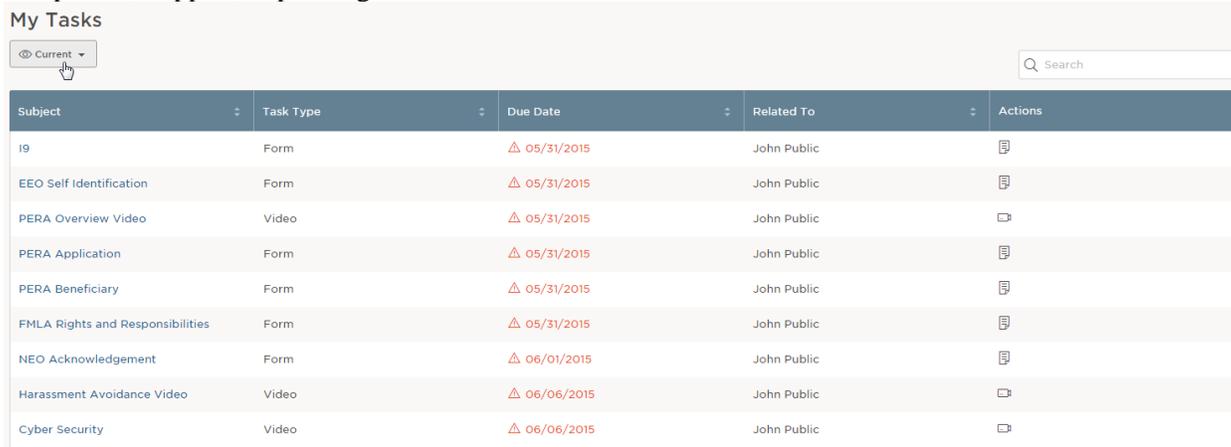
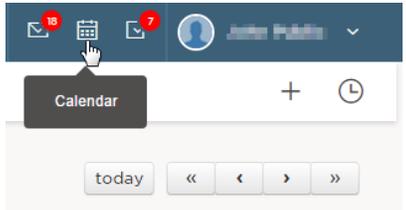
1.	<p>Go to https://login.neogov.com. Bookmark this page for easy return access. You will be prompted to enter your username and password. Your username is the email address that your initial activation email was sent to. Your password was set by you when you activated your account. Click Sign In.</p> <p>🔑 TIP: If you forgot your password, use the link to reset it and send the new password in an email to the address you supplied during the application/interview process</p> <p>Note: Employees will need their login username/password for New Employee Orientation.</p>
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Navigation

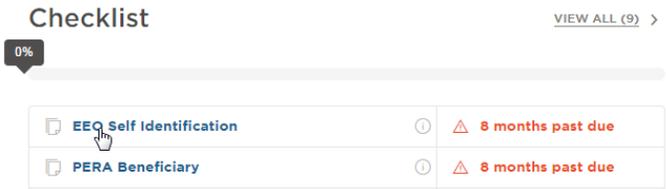
Step	Action
1.	<p>Upon login, you will be taken to the Onboarding homepage where you will have access to everything you need to get off to a great start with the City of Albuquerque!</p> 
2.	<p>Checklists are assigned to you based on your position and make it easy for you to stay organized with due dates, past due assignment indicators, and a progress bar.</p> 



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3.	<p>If you prefer, you can see your checklist in a different format, by clicking the Clipboard icon or clicking on “My Dashboard”</p>  																																																		
4.	<p>From this view, you can see your remaining tasks. You can also use the drop down menu to see your completed, skipped, or pending tasks.</p>  <table border="1"> <thead> <tr> <th>Subject</th> <th>Task Type</th> <th>Due Date</th> <th>Related To</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>Form</td> <td>△ 05/31/2015</td> <td>John Public</td> <td></td> </tr> <tr> <td>EEO Self Identification</td> <td>Form</td> <td>△ 05/31/2015</td> <td>John Public</td> <td></td> </tr> <tr> <td>PERA Overview Video</td> <td>Video</td> <td>△ 05/31/2015</td> <td>John Public</td> <td></td> </tr> <tr> <td>PERA Application</td> <td>Form</td> <td>△ 05/31/2015</td> <td>John Public</td> <td></td> </tr> <tr> <td>PERA Beneficiary</td> <td>Form</td> <td>△ 05/31/2015</td> <td>John Public</td> <td></td> </tr> <tr> <td>FMLA Rights and Responsibilities</td> <td>Form</td> <td>△ 05/31/2015</td> <td>John Public</td> <td></td> </tr> <tr> <td>NEO Acknowledgement</td> <td>Form</td> <td>△ 06/01/2015</td> <td>John Public</td> <td></td> </tr> <tr> <td>Harassment Avoidance Video</td> <td>Video</td> <td>△ 06/06/2015</td> <td>John Public</td> <td></td> </tr> <tr> <td>Cyber Security</td> <td>Video</td> <td>△ 06/06/2015</td> <td>John Public</td> <td></td> </tr> </tbody> </table>	Subject	Task Type	Due Date	Related To	Actions	19	Form	△ 05/31/2015	John Public		EEO Self Identification	Form	△ 05/31/2015	John Public		PERA Overview Video	Video	△ 05/31/2015	John Public		PERA Application	Form	△ 05/31/2015	John Public		PERA Beneficiary	Form	△ 05/31/2015	John Public		FMLA Rights and Responsibilities	Form	△ 05/31/2015	John Public		NEO Acknowledgement	Form	△ 06/01/2015	John Public		Harassment Avoidance Video	Video	△ 06/06/2015	John Public		Cyber Security	Video	△ 06/06/2015	John Public	
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5.	<p>You can also click on Calendar to see a calendar view of your tasks' due dates.</p> 																																																		

Completing the Checklist

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1.	<p>Checklist items include assignments such as forms and videos. Be sure to read the instructions in the checklist for each item. To complete a checklist item, simply click on the title of that item.</p> 



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2.	<p>Forms are completed once all of the required information has been input and the form has been electronically signed.</p> <ul style="list-style-type: none">• To sign the form, click the signature field and a pop-up box will appear.• Click the option you wish to use for your signature.• If you use “Draw Signature”, use your mouse to sign. Then click “Accept”.• Click “Save” at the bottom of the form. “Save” acts as your submission of the form to Human Resources and your completion of the form.
3.	<p>Video tasks are completed by clicking the Play button and watching the entire video. Once finished, click the Save button.</p>

