

# Clark County NEOGOV Onboard Portal

Supervisor, Manager, and  
Department HR Liaison Instruction  
Guide



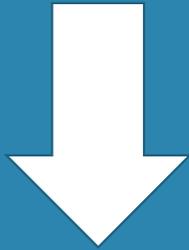
# NEOGOV Onboard Portal

- The system that Clark County uses to collect information from new employees.
- NEOGOV provides useful information about virtual onboarding sessions, a checklist of forms to complete, and helpful links and contact information for employees to reference.
- New employees receive NEOGOV access prior to their start date.
- Supervisors and Managers receive NEOGOV access to enable them to track status of employees Onboarding progress and allow them to sign forms, as necessary.

# NEOGOV



# Using Your NEOGOV Account



## STEP 1

Activate Your  
Account

## STEP 2

Login to Your  
Account



## STEP 3

View your Employee  
List and Pre-Hire List

## STEP 4

“My Dashboard”  
Complete Outstanding  
Tasks Assigned to you  
and view status of your  
new employees



# STEP 1 | Activate Your Account

Supervisors, Managers, Department HR Liaisons will receive an activation email from [info@neogov.com](mailto:info@neogov.com) to setup their NEOGOV account:

- The email will be sent to your Clark County email address
- Click activation link to set a password
- After setting a password, you will have access to NEOGOV

## NEOGOVS

Welcome to NeoGov Onboard!

Please visit the following link to set your password.

Your Username is @[Username]

@[ActivationLink]

**If you receive an error message, please clear your browser history, and then email [NeoGovAdmin@ClarkCountyNV.gov](mailto:NeoGovAdmin@ClarkCountyNV.gov) to have a new activation link sent to you.**

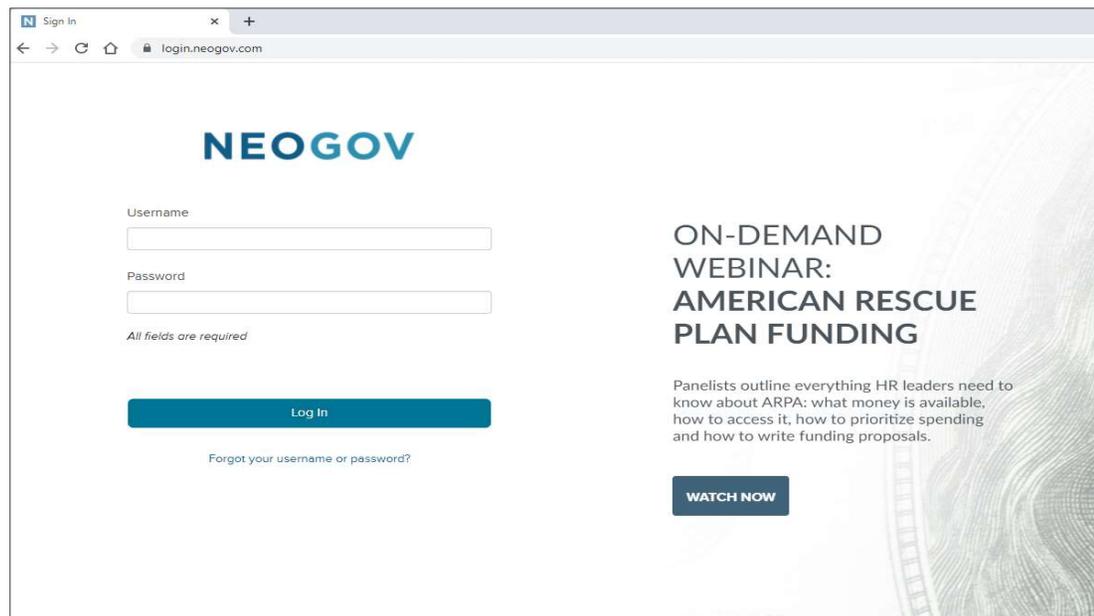
We've also put together a [guide](#) to assist in becoming familiar and navigating NeoGov. Please save this for future reference.

We look forward to working with you!

The Clark County Comptroller's Office

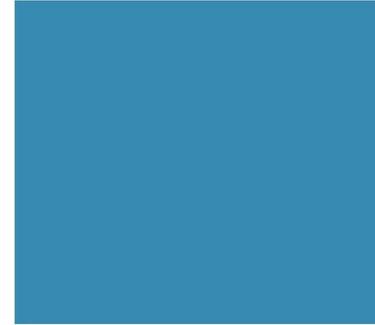
## STEP 2 | Login To Your Account

- The NEOGOV Onboard Portal can be accessed online at <https://login.neogov.com>
- Use the email address and password you set for your account login



The screenshot shows a web browser window with the URL [login.neogov.com](https://login.neogov.com). The page features the NEOGOV logo at the top center. Below the logo, there are two input fields: "Username" and "Password". A note below the fields states "All fields are required". A blue "Log In" button is positioned below the input fields. Below the button, there is a link that says "Forgot your username or password?". To the right of the login form, there is a promotional banner for an "ON-DEMAND WEBINAR: AMERICAN RESCUE PLAN FUNDING". The banner includes a description: "Panelists outline everything HR leaders need to know about ARPA: what money is available, how to access it, how to prioritize spending and how to write funding proposals." and a "WATCH NOW" button.

# STEP 3 | View your Employee & Pre – Hire Lists



The Welcome Page will give you access to view your Employees and Pre-Hires:

- Employees – existing employees that report to you. List may not reflect all your direct reports.
- Pre-Hires – all your newly hired employees currently going through the Onboarding process. Once assigned an official start date and PRNR they will be moved to Employee status.

The screenshot shows the NEOGOV Onboard interface. The top navigation bar includes 'NEO GOV', 'ON Onboard', a search bar, and user information for 'Neogovtestsuper Supervisor'. Below the navigation bar, the 'Employees' and 'Pre-Hires' menu items are circled in red. The main content area features a welcome message for 'Neogovtestsuper' and a checklist for 'Onboarding' with a 0% progress indicator. A 'FEEDBACK & HELP' button is visible on the right side.

# STEP 3 | View your Employee & Pre – Hire Lists (cont.)



- The Employee List will display an overview of your employees with last name, first name, Direct Manager (Supervisor), Position, Actual Start Date, as well as online access and status. By clicking on a specific employee, you will see a specific employee’s detail and all tasks assigned to them.

Employee List

Show All Employees

Photo	Employee #	Last Name	First Name	Direct Manager	Position	Position Start Date	Online Access	Active
	3000500	Employee	NeogovtestEE	Neogovtestsuper Supervisor	SR FIN OFFICE SPEC	11/25/2021	Activated	Yes

- The Pre-Hire List will display your employee’s last name, first name, expected start date, department, job title, status and online access. By clicking on a specific employee, you will see a specific employee’s detail, the tasks assigned to them and onboarding progress.

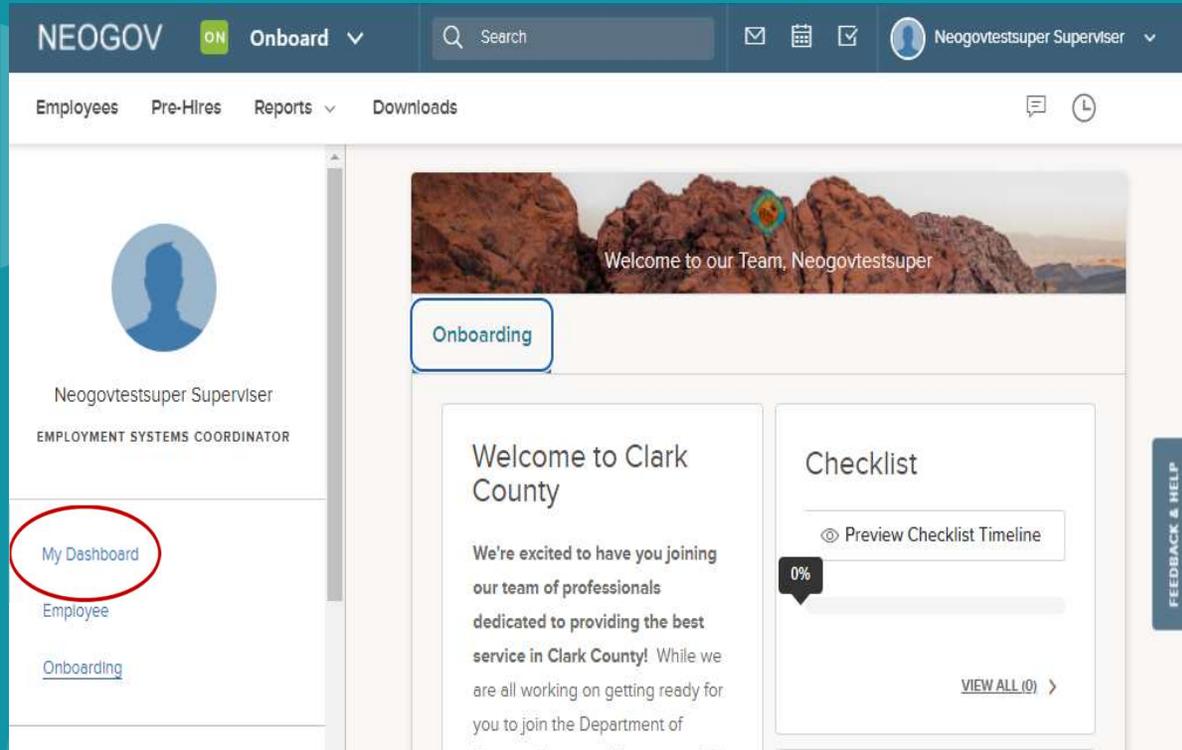
Pre-Hire List

Show All Pre-Hires

Photo	Last Name	First Name	Expected Position Start Date	Department Name	Class Spec Title	Status	Online Access
	Employee	NeoGov Pre-Hire Test	02/01/2022	Finance	SENIOR FINANCIAL OFFICE SPECI...	Pre-Hire	Activated

## STEP 4 | My Dashboard

Complete your tasks and view the onboard progress of your new employees



The screenshot shows the NEOGOV Onboard interface. At the top, there is a navigation bar with the NEOGOV logo, a status indicator 'ON', and a dropdown menu 'Onboard'. A search bar and utility icons (mail, calendar, checkmark) are also present. The user is identified as 'Neogovtestsuper Supervisor'. Below the navigation bar, there are tabs for 'Employees', 'Pre-Hires', 'Reports', and 'Downloads'. The main content area features a welcome message: 'Welcome to our Team, Neogovtestsuper'. A sidebar on the left contains a user profile for 'Neogovtestsuper Supervisor' (EMPLOYMENT SYSTEMS COORDINATOR) and a list of links: 'My Dashboard' (circled in red), 'Employee', and 'Onboarding'. The main content area includes a 'Welcome to Clark County' message and a 'Checklist' section with a 'Preview Checklist Timeline' button and a progress indicator showing '0%'. A 'VIEW ALL (0) >' link is also visible. A 'FEEDBACK & HELP' button is located on the right side of the dashboard.

- The Welcome Page also gives access to “My Dashboard”. It is here you will view, and complete outstanding tasks assigned to you as well as review the Onboard Progress Report to check the onboarding status of your new employees.
- Note: Tasks follow a workflow process and will be made available once assigned to you. Email notifications will be sent alerting you when tasks need to be completed.

# STEP 4 | (Cont.)

## My Tasks and Onboarding Progress Report



- My Tasks will display all tasks assigned to you and which employee they are “related to”. To complete a task, click the link in the subject line.

My Tasks			
<a href="#">Current</a>	<input type="text" value="Search"/>		
Subject	Due Date	Related To	Actions
Welcome Call to new hire			

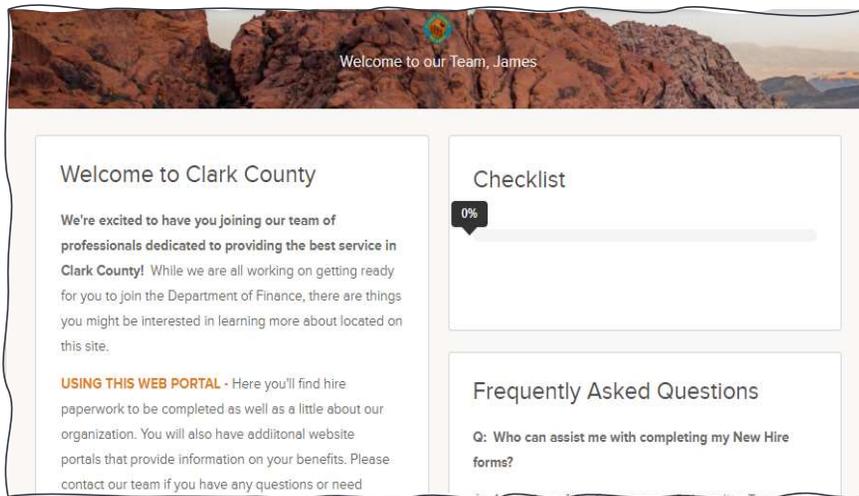
- Onboarding Progress Report shows you the completion progress bar for each employee. Click on the employee’s name to get a more detailed view.

Onboard Progress Report <a href="#">VIEW ALL &gt;</a>					<input type="text" value="Search"/>
Employee #	Full Name	Position	Department Code	Department Name	Checklist Completion
					58% <div style="width: 58%;"></div>

# Additional Access

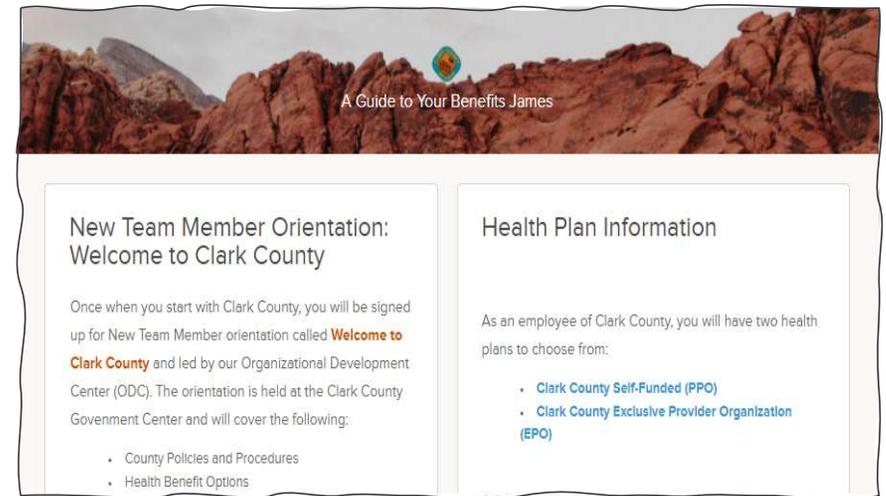
- Managers and Supervisors will also have access to view the Onboarding and Employee Benefits Portals. These pages are full of useful information and made accessible to New Employees in an effort to answer some of the questions they may have prior to and even after their start date with Clark County.

## Onboarding Portal



The screenshot shows the Onboarding Portal interface. At the top, there is a banner image of a desert landscape with the text "Welcome to our Team, James". Below the banner, the main content is divided into two columns. The left column has a heading "Welcome to Clark County" followed by a paragraph of welcome text and a section titled "USING THIS WEB PORTAL" with instructions. The right column has a heading "Checklist" with a progress bar showing "0%" and a section titled "Frequently Asked Questions" with a question: "Q: Who can assist me with completing my New Hire forms?".

## Employee Benefits Portal



The screenshot shows the Employee Benefits Portal interface. At the top, there is a banner image of a desert landscape with the text "A Guide to Your Benefits James". Below the banner, the main content is divided into two columns. The left column has a heading "New Team Member Orientation: Welcome to Clark County" followed by a paragraph of orientation information and a list of topics: "County Policies and Procedures" and "Health Benefit Options". The right column has a heading "Health Plan Information" followed by a paragraph of information about health plans and a list of options: "Clark County Self-Funded (PPO)" and "Clark County Exclusive Provider Organization (EPO)".

# QUESTIONS?

For assistance, please email  
**[NeogovAdmin@clarkcountynv.gov](mailto:NeogovAdmin@clarkcountynv.gov)**

