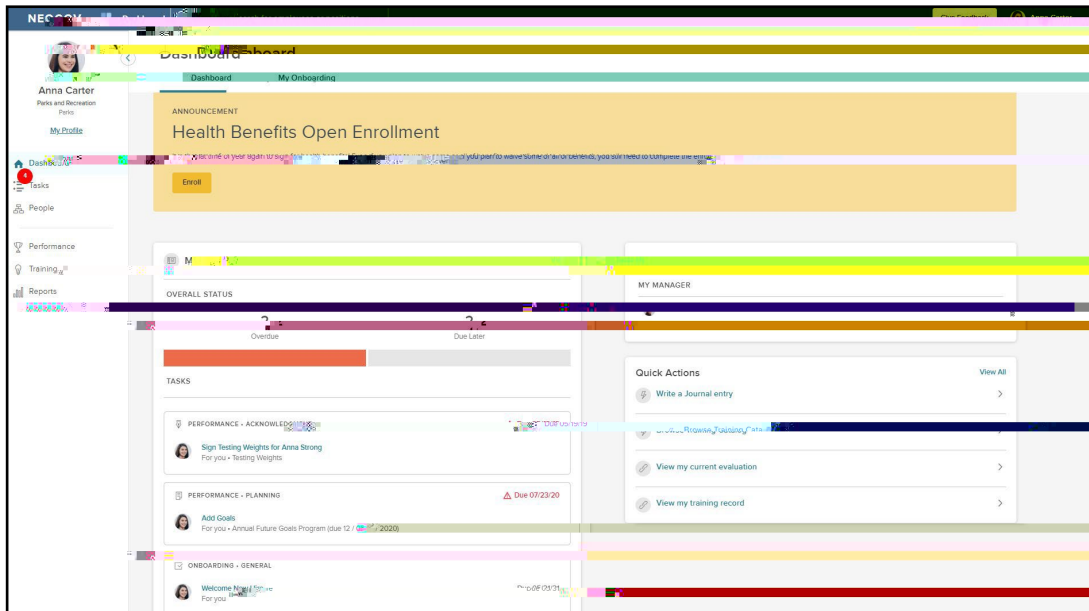


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Overview.....	2..
Who is Unified Self	

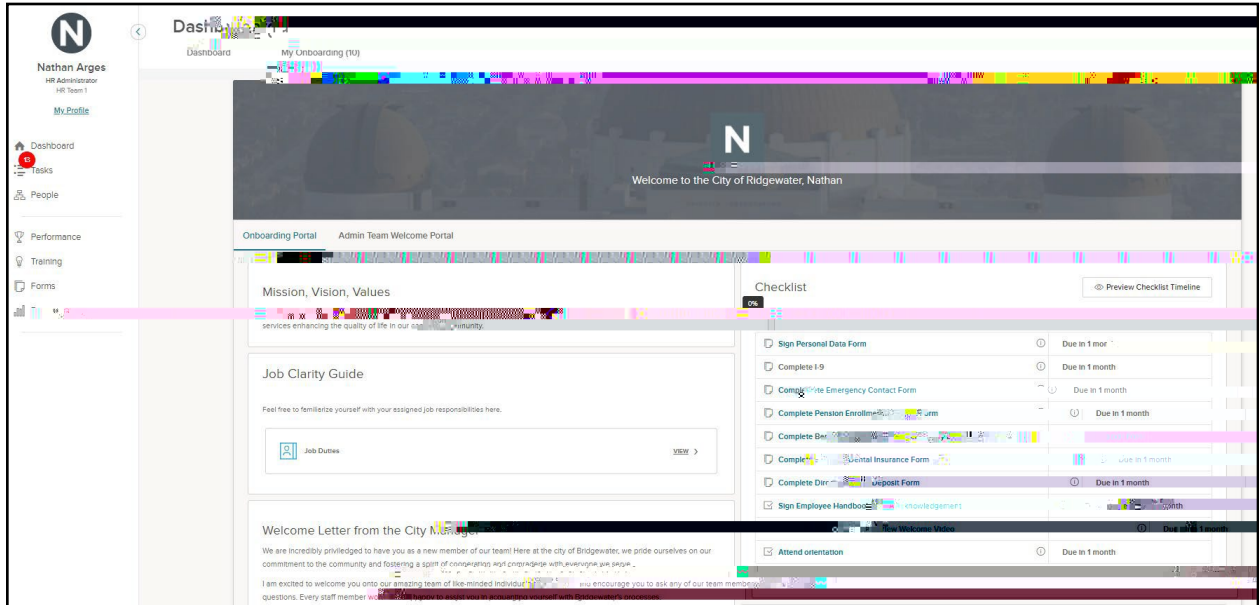
Overview

NEOGOV's Unified Self Service centralizes Employee and Manager tasks and actions across our



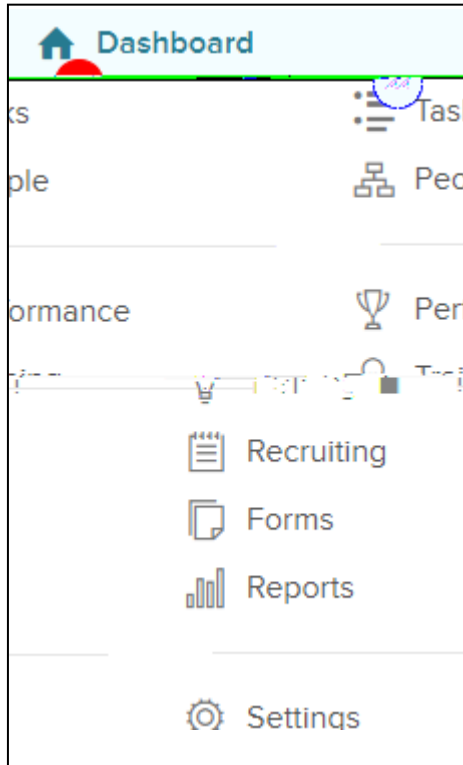
My Onboarding

If your organization uses the Onboard product, you will also see a My Onboarding tab on your Dashboard.



Side Menu

On the left side of your Self Service page, you will see a side navigation menu. This menu includes quick links to specific pages for product and user role



Tasks

The **Tasks** page allows users to see all of your NEOGOV product tasks in one place. You have tabs for both **To Do** and **Completed Tasks** with quick metrics and task due dates on each.

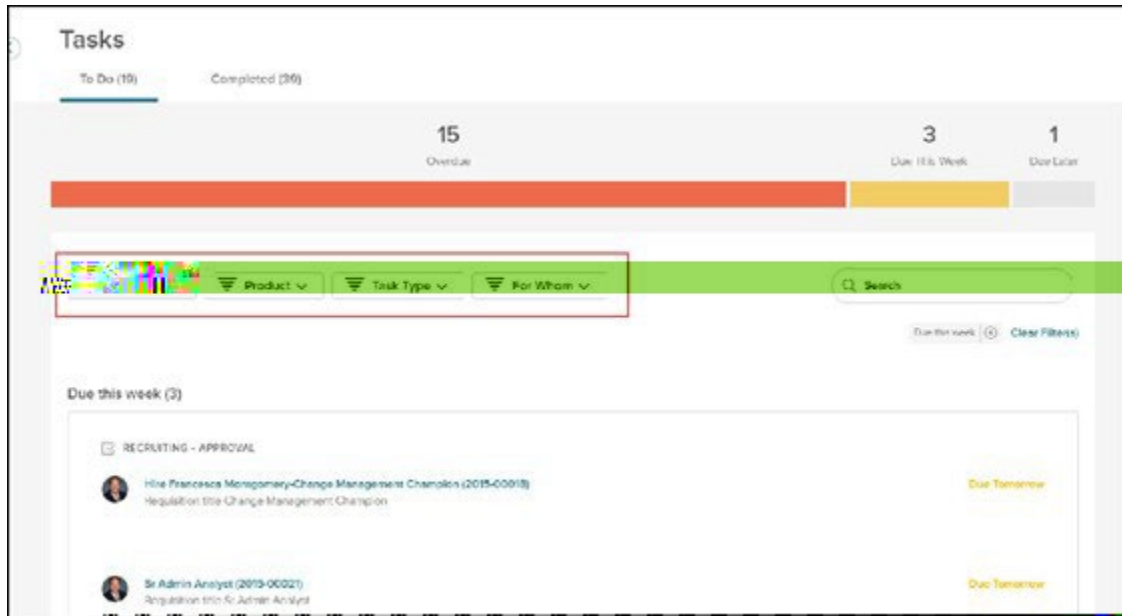


Figure 4: Filtering Options on Tasks Page

You are able to search for specific tasks, or filter the tasks assigned to you by Due Date, Product, Task Type, or For Whom.

You can take action on tasks directly from this page. Simply select the name of the task and the system will take you to the task.

People

The **People** page gives you visibility on the other employees and managers within your hierarchy. If you don't have any direct reports, you will only see the **Org Chart** described below.

Figure 5: Action Options on People Page

If you are a manager, you will see three tabs here to help you manage your direct reports: **My Team**, **My Team's Tasks**, and **Org Chart**.

On the **My Team** tab, you can view your direct reports to see and

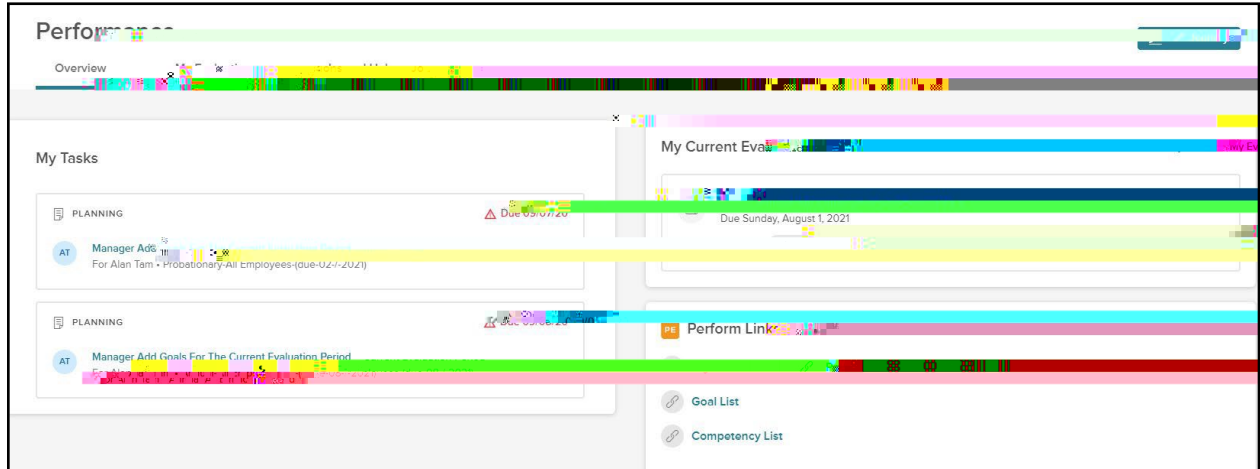
Team's

Figure 6: Exporting the Org Chart

On the **Org Chart** tab, this page includes an interactive organization chart where you can see the relationships between employees at your organization, including employee titles and information on your direct reports.

Performance

If your organization uses the NEOGOV Perform product, you'll see the **Performance** page. This



The screenshot displays a web interface for training management. At the top, there is a navigation bar with the following tabs: Overview, My Courses, Course Catalog, and Training Activity Report. A 'View Calendar' button is located in the top right corner. Below the navigation bar, the main content area is divided into several sections:

- My Tasks:** A section containing a task card for an 'ONLINE COURSE' titled 'Aggressive Driving and Road Rage' with a due date of 'Due 10/05/20'.
- Course Transcript:** A section with a 'View Course Transcript' button.
- My Enrolled Classroom Courses:** A section that currently shows 'No up...' (likely 'No upcoming classroom courses').
- My Team's Training:** A section titled 'OVERDUE COURSE STATUS' with a progress bar showing 1 course 'In Progress' and 2 courses 'Not Started'.

Forms

If your organization uses the NEOGOV eForms product, you'll see the **Forms** page. This page shows all your eForms related processes including your in-progress processes, completed processes, and your team's forms.

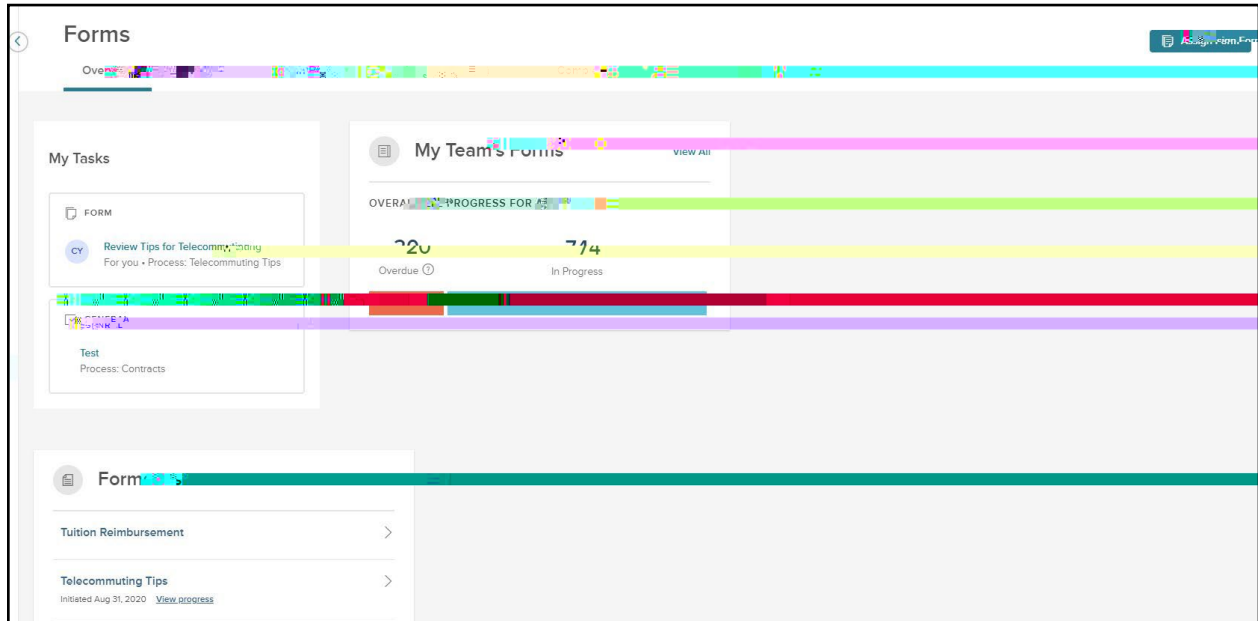


Figure 10: Forms Page

If you have direct reports or are responsible for other employee's forms, you can Assign forms to employees from any tab in the Forms page.

On the **Overview** tab you can see your tasks and available forms. If you have direct reports, you will also see interactive metrics on your Team's Forms.

You can view your in-progress or completed forms from the **In Progress** and **Completed** tabs. A **number count** appears next to the In Progress tab to give instant visibility on the number of forms that are waiting for your action.

Managers will also see the **My Team's Forms** tab. This tab helps you keep track of the outstanding forms assigned or initiated by the employees in your hierarchy. This tab will display the total Overdue and In Progress forms to be completed by your team.

Performing Advanced Tasks

Sometimes to accomplish tasks or navigate to more detailed visibility, the Unified Self Service will take you to the NEOGOV Product

