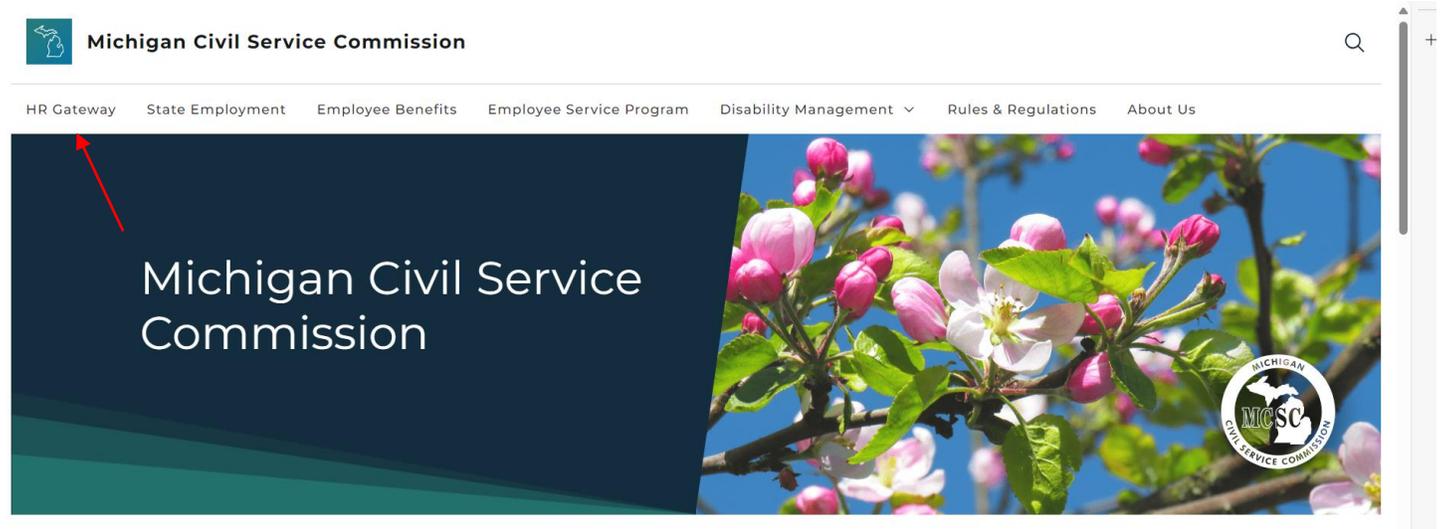


NEOGOV can be accessed by navigating to the following website: <https://login.neogov.com>.

NEOGOV can also be accessed via the HR Gateway on the Civil Service Commission website.



NEOGOV works best with Chrome.



### 1. Account Activation

- A. You should have received an **Activate Your NEOGOV User Account** email with a link to create your account **Password** using your email address as your **Username**. This activation will expire after 24 hours. If you require a new activation, please contact your HR Office or the NEOGOV mailbox at [MCSC-NEOGOV@michigan.gov](mailto:MCSC-NEOGOV@michigan.gov).

**NOTE:** Current NEOGOV users will use their existing username and password.

- B. Click on the **Log In >>** button.

### 2. Forgot Password

- A. To reset your password, click the **Forgot your username or password** link below the login button.

**NEOGOV**

Username

Password

All fields are required

[Forgot your username or password?](#)

- B. Enter your **email address** and click on **Send Email**. A message will be sent containing your username and a link to reset your password.

[< Back to Login Page](#)

## Login Assistance

Enter your email address and we'll send you your username and a link to reset your password.

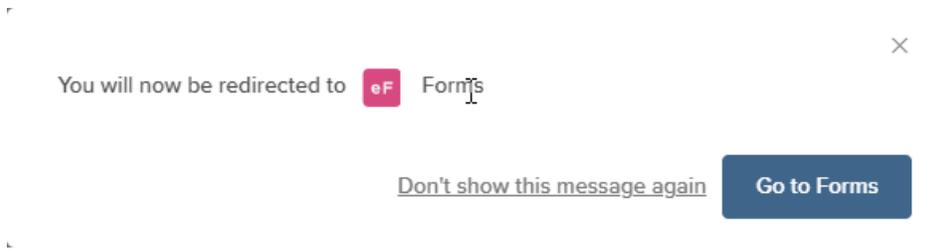
Email

**Send Email**

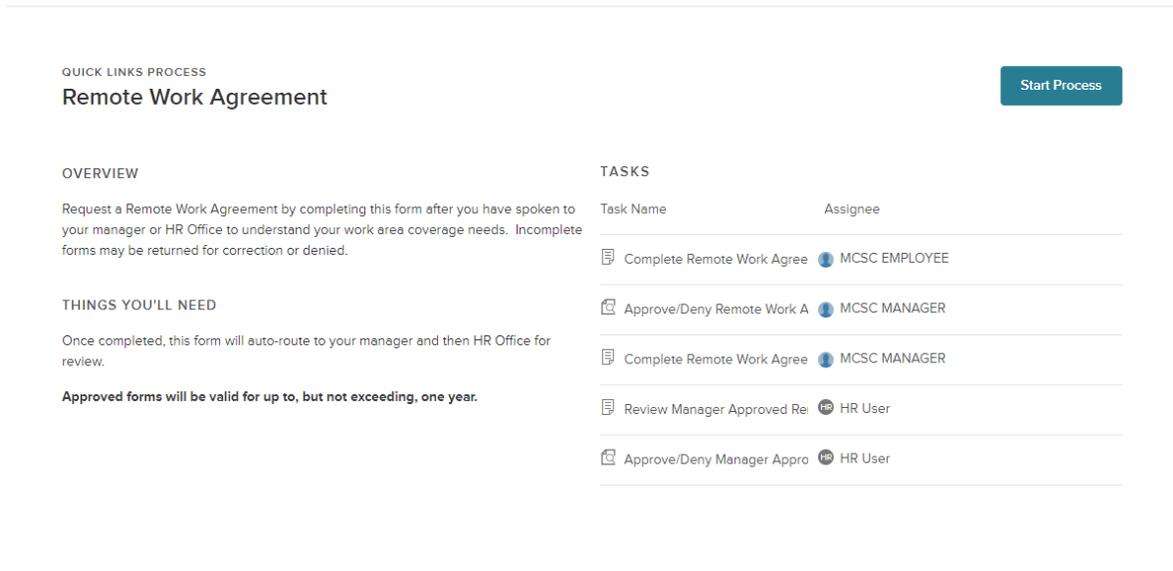
3. Select **Forms** in the left navigation. From the **Overview** tab, select the **Remote Work Agreement**.

The screenshot displays the NEOGOV user interface. At the top, there is a navigation bar with the NEOGOV logo, a 'Dashboard' link, and a search bar. Below this, the user's profile is shown as 'ME' with the title 'MCSC EMPLOYEE' and 'PE-DEPARTMENTAL ANALYST-A'. The main content area is titled 'Forms' and has three tabs: 'Overview', 'In Progress (1)', and 'Completed'. The 'Overview' tab is active, showing a 'My Tasks' section with a message: 'You have zero tasks to do! Check back later for any new tasks.' Below this, a red box highlights a list of forms. The list includes 'Dependent Care FSA Annual Goal Increase', 'Remote Work Agreement', and 'NEOGOV Security Request'. The 'Remote Work Agreement' form is the one to be selected according to the instructions.

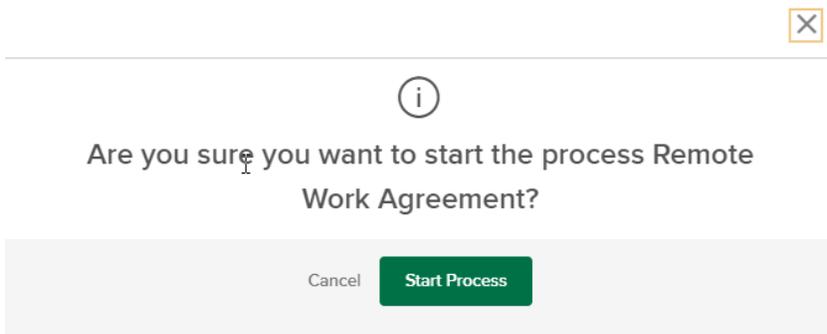
4. Selecting a form will direct you to eF (eForms). Select **Go to Forms** when the pop-up displays.



5. An overview of the process will display, outlining the steps and user roles involved. Review the information and select **Start Process**.
6. Please only click **Start Process** once and wait for the pop-up. Clicking **Start Process** more than once can create multiple copies of the form.



7. A pop-up will display, ensuring users want to start this specific process. Select **Start Process**.



8. The first step in the process will display. Review the information and select **Complete Form**.

QUICK LINKS PROCESS

## Remote Work Agreement

0% COMPLETE

---

**OVERVIEW**

Request a Remote Work Agreement by completing this form after you have spoken to your manager or HR Office to understand your work area coverage needs. Incomplete forms may be returned for correction or denied.

**THINGS YOU'LL NEED**

Once completed, this form will auto-route to your manager and then HR Office for review.

Approved forms will be valid for up to, but not exceeding, one year.

Assigned Date: 05/25/2021  
Assigned By: MCSC EMPLOYEE

**TASKS**

Task Name	Assignee
Complete Remote Work Agree	MCSC EMPLOYEE

[Complete Form](#)

9. The Remote Work Agreement form will display. Read each form carefully for instructions. For this form, proposed effective dates cannot exceed one year, and address fields should only be completed if the user will be working in a location other than his/her home.

10. Based on conversations users have had with their manager and/or HR Office, complete the fields.

NEOGOV Dashboard

MCSC EMPLOYEE

Remote Work Agreement
Cancel Save for later Submit

**OSE**  
Office of the State Employer

### REMOTE WORK AGREEMENT

SECTION I - EMPLOYEE INFORMATION

Last Name EMPLOYEE	Job Title/Position PE-DEPARTMENTAL ANALYST-A	Employee ID Number 1111112
First Name MCSC	Department/Agency/Division PE-1901 PE-M8130	Telephone Number (517) 335-1234

Proposed Remote Worksite (Remote work outside Michigan requires written approval of the Office of the State Employer)

Proposed Effective Dates (Approval no greater than one year):

From: 8/1/2021 To: 8/1/2022

Locations  
 Home  Other

*ONLY complete if Other is selected for Location. Physical Street Address (P.O. Box not acceptable)*

City: State: Zip Code: County:

SECTION II - EMPLOYEE CERTIFICATIONS, SCHEDULE, AND ACKNOWLEDGMENT

**I certify that:**

- I have read the [Remote Work Guidelines](#)<sup>1</sup> and [Acceptable Use Standard](#)<sup>2</sup> and will abide by all their provisions.
- I have reviewed expectations and communication requirements in my remote-work plan and SOM and agency privacy and security requirements for my remote work with my supervisor.
- I have agreed to establish a remote workspace at the location identified above and my remote workspace meets the Health and Safety Standards in the Remote Work Guidelines.

**I understand that:**

11. When all fields are completed, sign the form and select **Submit**.

- a. At any step in the process, if a user has completed part of their section of the form and needs to verify information and/or complete the remainder of the form later, they can select **Save for Later**.

NEOGOV Dashboard

Search

MCSC EMPLOYEE

Remote Work Agreement 2021

Cancel
Save for later
Submit

entered.

3. I will not be compensated for using personal equipment, if authorized, to work remotely and reimbursement for travel and meals will not be available based on work at an authorized remote work location.
4. If approved to use a privately owned phone or device during remote work, my device may be subject to discovery under court rules, court orders or litigation holds, acceptable-use or cyber-security incident investigations by the state, and Freedom of Information Act (FOIA) requests.

Remote Work Schedules														
	First Week of Pay Period							Second Week of Pay Period						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
In-office work hours	0	0	0	0	8			0	0	0	0	8		
Remote work hours	8	8	8	8	8	0		8	8	8	8	8	0	
Start time	8am	8am	8am	8am	8am			8am	8am	8am	8am	8am		
Meal period	12-1	12-1	12-1	12-1	12-1			12-1	12-1	12-1	12-1	12-1		
End time	5pm	5pm	5pm	5pm	5pm			5pm	5pm	5pm	5pm	5pm		

**ACKNOWLEDGEMENT**

I understand that this Remote Work Agreement can be ended by the appointing authority anytime for any reason and that I can end this agreement if it is discretionary. If feasible, when ending a Remote Work Agreement, two weeks' notice will be given. If the appointing authority ends this agreement, I understand that I cannot grieve its ending. By signing below, I certify that I have read this form and understand and accept all the conditions and requirements referenced in it.

Employee Signature

Signed

Date

5/14/2021

12. A confirmation screen will display showing that the form has moved on to the next step in the process.

QUICK LINKS PROCESS

## Remote Work Agreement

20% COMPLETE

*(Your process is being reviewed by MCSC MANAGER)*

---

**OVERVIEW**

Request a Remote Work Agreement by completing this form after you have spoken to your manager or HR Office to understand your work area coverage needs. Incomplete forms may be returned for correction or denied.

**THINGS YOU'LL NEED**

Once completed, this form will auto-route to your manager and then HR Office for review.

**Approved forms will be valid for up to, but not exceeding, one year.**

Assigned Date: 05/25/2021

Assigned By: MCSC EMPLOYEE

---

**TASKS**

Task Name	Assignee	
Complete Remote Work Agr...	MCSC EMPLOYEE	✔
Approve/Deny Remote Work A	MCSC MANAGER	

- If your manager reviews your form and requires a correction, you will receive an automated email and the form will reappear in the **Tasks** section of your Dashboard.
- Click on the form link, make the required corrections and click **Submit** to send the form back to your manager.

Remote Work Agreement

Cancel
Save for later
Submit

Remote Work Schedules																
	First Week of Pay Period							Second Week of Pay Period								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
In-office work hours	0	0	0	0	0	8		8	0	0	0	0	0	8		8
Remote work hours		8	8	8	8	0		32		8	8	8	8	0		32
Start time		8am	8am	8am	8am	8am				8am	8am	8am	8am	8am		
Meal period		12-1	12-1	12-1	12-1	12-1				12-1	12-1	12-1	12-1	12-1		
End time		5pm	5pm	5pm	5pm	5pm				5pm	5pm	5pm	5pm	5pm		

**ACKNOWLEDGEMENT**

I understand that this Remote Work Agreement can be ended by the appointing authority anytime for any reason and that I can end this agreement if it is discretionary. If feasible, when ending a Remote Work Agreement, two weeks' notice will be given. If the appointing authority ends this agreement, I understand that I cannot grieve its ending. By signing below, I certify that I have read this form and understand and accept all the conditions and requirements referenced in it.

Employee Signature

Signed

Date

6/3/2021

📅

- Once the process is complete, you will receive a confirmation email.

**Additional Information:**

If you have questions regarding your Unified Dashboard display or related Tasks, please contact your HR Office.

Questions technical in nature can be sent to [MCSC-NEOGOV@michigan.gov](mailto:MCSC-NEOGOV@michigan.gov).