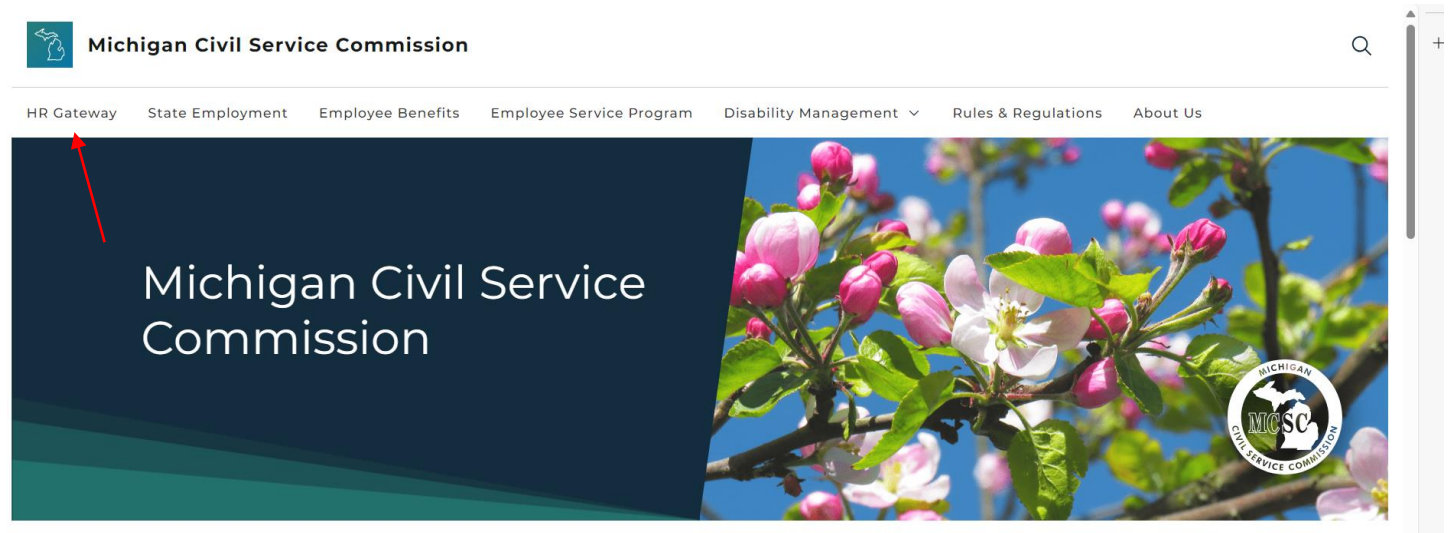


NEOGOV can be accessed by navigating to the following website: <https://login.neogov.com>

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.

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

Log In

[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. When an employee completes a form, Managers and HR User roles will see their related eForms steps in several places: on the **Dashboard** tab, on the **Tasks** tab, and in the **My Tasks** section of their **Forms** tab.
4. From the left navigation, **Forms**, click on **Approve/Deny Remote Work Agreement** in the **My Tasks** section.

MM
MCSC MANAGER
PE-DEPARTMENTAL MANAGER-3
PE-CIVIL SERVICE COMMISSION
[My Profile](#)

- Dashboard
- Tasks **4**
- People
- Performance
- Recruiting
- Forms**
- Reports

Forms

Overview In Progress (0) Completed My Team's Forms [Assign Form](#)

My Tasks

REVIEW Due Monday

ME Approve/Deny Remote Work Agreement
For MCSC EMPLOYEE - 20% of Remote Work Agreement completed

My Team's Forms

[View All](#)

OVERALL PROGRESS FOR ALL FORMS

2 Overdue **4** In Progress

Forms

- Dependent Care FSA Annual Goal Increase >
- Remote Work Agreement >
- NEOGOV Security Request >

5. The employee completed Remote Work Agreement displays. Review the fields to ensure they are accurate. Managers then have three options:

- **Cancel** – leave the form and return to it later (or seek additional approvals outside of the NEOGOV process), go to step 6-10 below
- **Deny and Return** - form is incorrect and must be returned to the employee for correction, there are no additional steps required at this time, form will display on your dashboard when the employee resubmits it with corrected fields
- **Approved** – form can move forward to the next step in the process for manager completion of sections III and IV, go to step 11 below

NEOGOV Dashboard Search MISC MANAGER

Employees Documents Reports Bulk Progress

Review Remote Work Agreement [Cancel] [Deny and Return] [Approve]

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 MISC	Department/Agency/Division PE-1901 PE-MB10	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)

345 Main Street
City: Lansing State: MI Zip Code: 48917 County: Eaton

SECTION II - EMPLOYEE CERTIFICATIONS, SCHEDULE, AND ACKNOWLEDGMENT

I certify that:

1. I have read the [Remote Work Guidelines](#)¹ and [Acceptable Use Standard](#)² and will abide by all their provisions.
2. I have reviewed expectations and communication requirements in my remote-work plan and SOM and agency privacy and

6. To view forms that have a status of **In Progress**, from the left navigation select **People**, then click on the employee's name, and the **Documents** tab. **In Progress** forms display in the upper-left. Click on **In Progress**.

NEOGOV Dashboard Search for employees or positions Give Feedback MISC MANAGER

People / MISC's Profile

MISC MANAGER
PE-DEPARTMENTAL MANAGER-3
PE-CIVIL SERVICE COMMISSION

MISC EMPLOYEE
PE-DEPARTMENTAL ANALYST-A
PE-CIVIL SERVICE COMMISSION

Job & Pay Performance Documents Onboarding

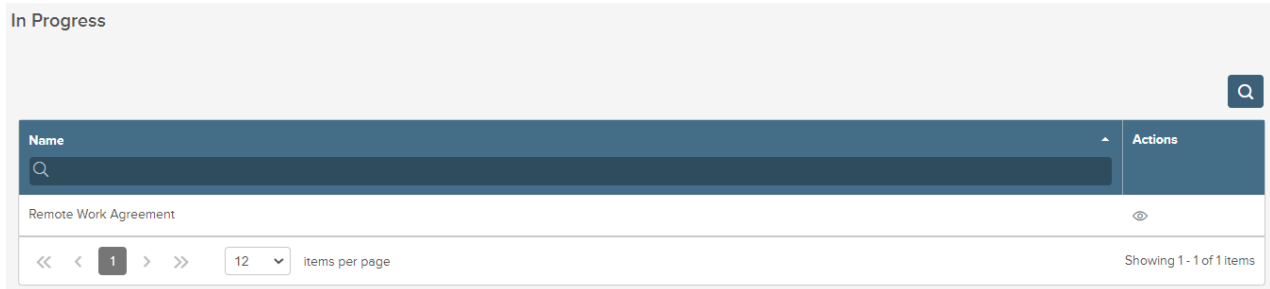
Documents In Progress (1)

Sort By: Default View

Download Upload Search

1-9 Tax Forms Benefits Policies Termination Other Performance Evaluati... Remote Work Agree...

7. In Progress forms display. In the **Actions** column, click on the eye icon.



8. A PDF version of the form displays. If further review is required outside this NEOGOV process, click **Download** to save a PDF copy and share this form.

9. When review of the form (and download if necessary) is complete, click **Cancel**.

Preview Form
Cancel [Download](#)

I certify that:

- I have read the [Remote Work Guidelines](#)¹ and [Acceptable Use Standard](#)² 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:

- Agency policies and work rules applicable to state offices also apply to the remote-work location and failure to follow agency policies and work rules may result in disciplinary action and ending remote work.
- I will promptly notify my supervisor if I need to change any term of this agreement so that a revised agreement can be entered.
- 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.
- 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	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Tot
In-office work hours		0.00	0.00	0.00	0.00	8.00		8		0.00	0.00	0.00	0.00	8.00		8
Remote work hours		8.00	8.00	8.00	8.00	0.00		32		8.00	8.00	8.00	8.00	0.00		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

10. In the left navigation, select **Forms** to return to the Remote Work Agreement manager review process.

11. For our example, we will select **Approve**.

12. In the **My Tasks** section, click on **Complete Remote Work Agreement**.

13. The form displays. Managers can again review the Sections I and II entered by the employee. Complete Sections III and IV of the form and select **Submit**.
- A. Managers who select **No** in Section III and provide a disapproval reason will still select **Submit** so this form can be reviewed by the HR Office.

Remote Work Agreement

Cancel
Save for later
Submit

SECTION III - SUPERVISOR RECOMMENDATIONS

Yes. I approve the request consistent with operational needs and certify approval from higher-level leadership for the work area.

No If no, provide reason:

Supervisor Signature: Date:

If recommending approval, complete Section IV before forwarding to appointing authority.

SECTION IV - SUPERVISOR'S CHECKLIST FOR REMOTE WORKERS

Supervisor Name:

State equipment, software, and services are documented.

Yes No

Provided supplies and eligible employee reimbursements have been identified and a list is attached.

Yes No

Performance expectations, communication procedures, and privacy and security requirements were documented and explained to the employee in a remote-work plan.

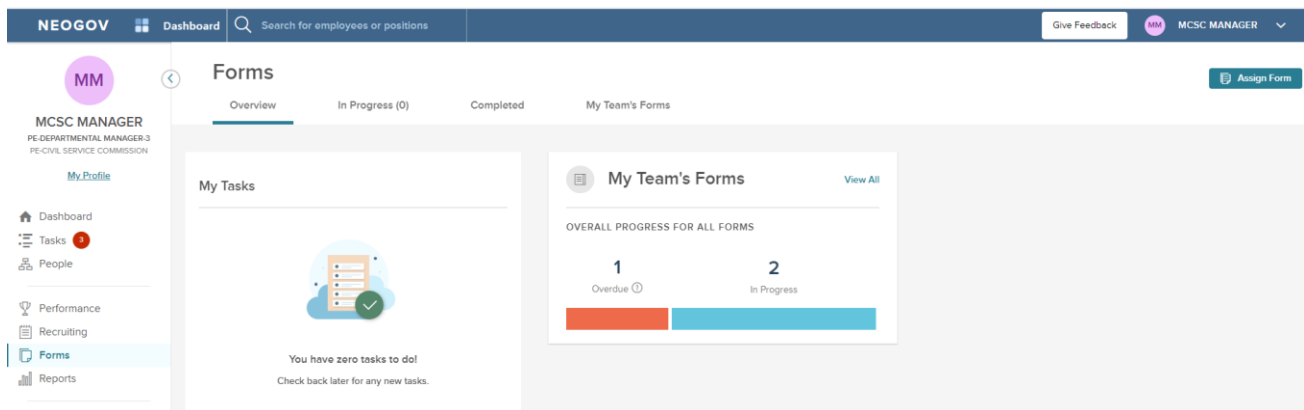
Yes No

Supervisor Signature: Date:

SECTION V - APPOINTING AUTHORITY ACTION

Approved Disapproved If disapproved provide reason:

14. You will be returned to the **Forms** section of the Unified Dashboard. That task will no longer display in your **My Tasks** section.



15. 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.