NEOED e-Forms
The In’s N Out’s and Why You Should Care

Michelle Cabana - Human Resources
WHY do we have this?

HOW do I get to it?

WHAT is in there?

e-Forms
WHY do we have this?

History of Benefit Orientations

Security- NO HACKERS ALLOWED!
How do I get there??

Log in to NEOED from HR homepage at humanresources.dixie.edu

Single Sign On login

Duo Mobile
https://it.dixie.edu/duo/
How do I get there? con’t

Where did you land? (OHC or Onboard?)

Change drop down to “eForms”

Self-Service Portal
WHAT is in there and why do I care?

Announcements

My Details button (under your picture)

Your Forms in secure environment (View All)

Direct Deposit
Tuition Waivers
W-4 update
Emergency Contact

Payroll Deductions
Staff Overload
Cell phone Stipend
Dental Changes

In Your Self-Service Portal
WHAT is in there and why do I care? Con’t

In Your Dashboard

Your Processes (View All Your Processes)

Tasks (yours + others)

Completed Documents (View All Your Documents)
just like the “My Details” button
Other tips & tricks:
Keep in mind- very literal program, you need to do something- click, download etc. to get the button to “light up” and allow you to click it for the next step.

Some things are still a bit clunky- NEOED is very good at listening to us about their weirdness.
Questions? Comments/Suggestions?

Thanks for joining me today! Have a great lunch!

*don’t forget that Open Enrollment ends on May 31st at 5pm

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