



Mayor & City Council

Workshop Session

~ Agenda ~

City of College Park
3667 Main Street
College Park, GA 30337

<http://www.collegeparkga.com>

404-669-3756 (Main)

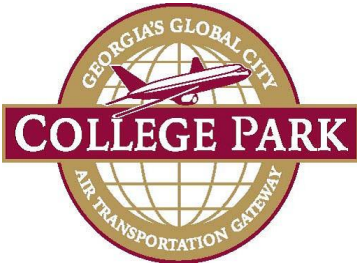
Experience College Park
Georgia's Global City

Monday, April 5, 2021

6:00 PM

Council Chambers

1. Second quarter of Fiscal Year 2020-2021 budget and financial review and with a 3-year forecast. See memorandum dated March 31, 2021 from Director of Finance & Accounting Althea Philord-Bradley. (45 minutes presentation/Q&A.)
2. Presentation on NEOGOV (Applicant Tracking System) by NEOGOV Sr. Enterprise Account Executive, Vincent Vanauker. See memorandum dated March 23, 2021 from Director of Human Resources & Risk Management Dwight Baker. Also, see attached PowerPoint presentation. (15 minutes presentation/Q&A.)



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

WORKSHOP AGENDA ITEM

DOC ID: 8738

DATE: March 31, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Althea Philord-Bradley, Director of Finance & Accounting

RE: Second Quarter Budget & Financial Review with 3 year forecast

There will be a presentation of the City's second quarter of Fiscal Year 2020-2021 offered by the City's external Financial Advisor, ED Wall. Our focus will involve a comparative analysis of the previous fiscal year revenue and expense outcomes, so as to compare such with current fiscal year trends to date as well as a 3 year forecast moving forward.

Review:

- Althea Philord-Bradley Completed 03/31/2021 9:52 AM
- Rosylene Robinson Completed 03/31/2021 2:56 PM
- Mercedes Miller Completed 03/31/2021 3:16 PM
- Mayor & City Council Pending 04/05/2021 6:00 PM



CITY OF COLLEGE PARK

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WORKSHOP AGENDA ITEM

DOC ID: 8694

DATE: March 29, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Dwight Baker, Director of Human Resources & Risk Management

RE: Applicant Tracking System

This service agreement is aligned with one of the Office of Human Resources Strategic Goals of modernizing the Recruitment and Selection processes enabling the City to use best practices in selecting and hiring the workforce of the future. This system will allow us to:

- Cast a wider net for qualified applicants using social media;
- Improve the recruitment and selection experience for new candidates;
- Enable application completion via mobile devices such as smartphones or tablets;
- Integrate modern online examination methods;
- Automate the scoring and ranking of candidates;
- Provide greater transparency and streamline this process for applicants, hiring departments, and the Office of Human Resources; and
- Streamline the new hire process by bringing new hire forms online, implementing digital signatures, and routing them to the appropriate people.

The current job application software utilized by the Office of Human Resources receives and evaluates applicants is outdated and has limited functional ability with New World Technology ERP. New World Technology ERP helps easily manage employee data, payroll, benefits, and time and attendance all in one place. Being that NEOGOV is the market and technology leader in on-demand human resources software for the public sector. NEOGOV software will integrate with New World Technology automating the entire hiring and onboarding process. Additionally, NEOGOV ERP has partnered with several local municipalities and State of Georgia agencies throughout the state.

NEGOV is an approved vendor for providing human resources consulting, software maintenance, and support services products in Georgia. NEOGOV solutions are both easy-to-use and fast to implement, which offers a public sector model that is low risk but provides a high Return of Investment (ROI) at the same time.

ATTACHMENTS:

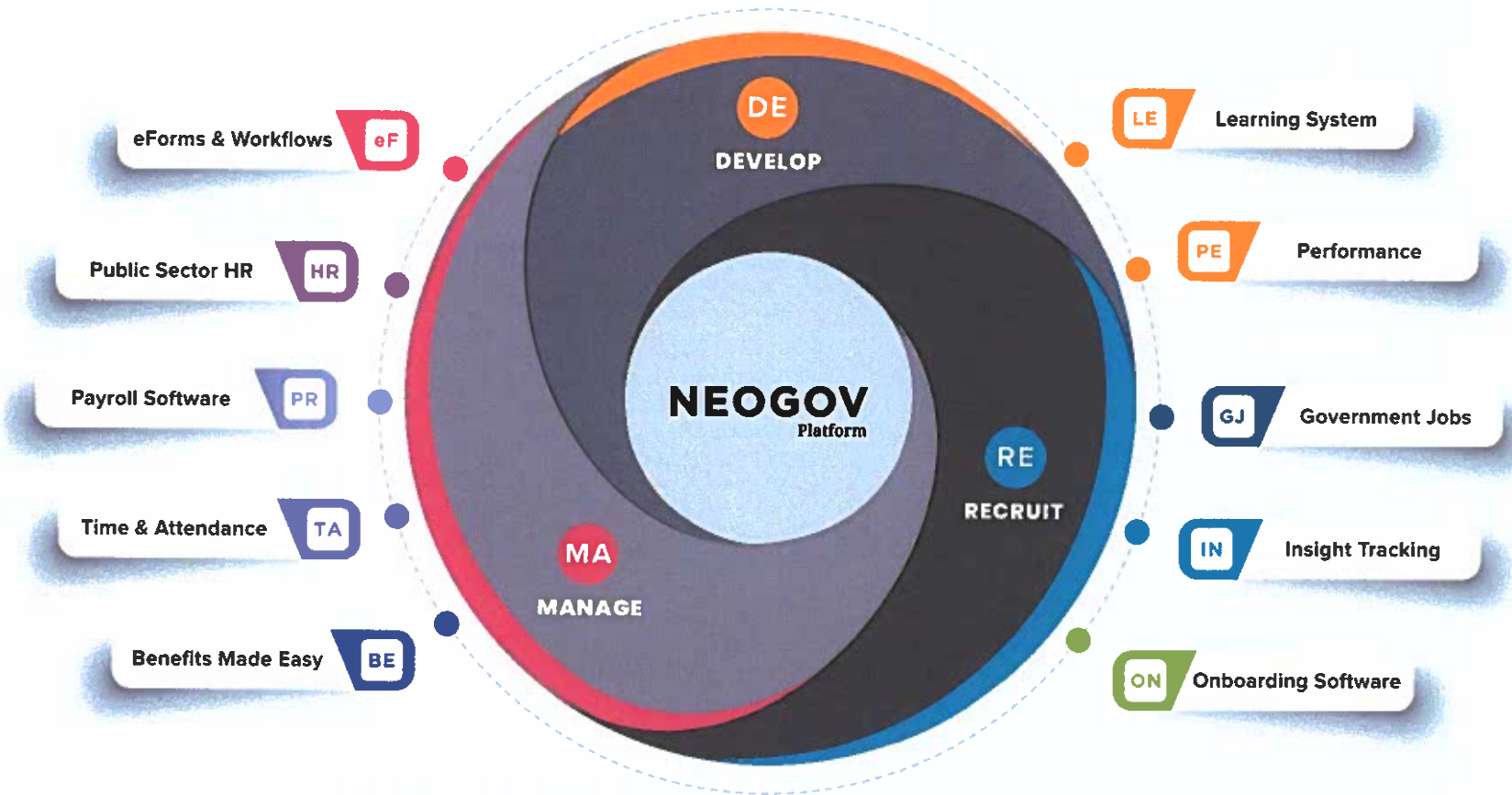
- NEOGOV Presentation-College Park (PDF)

Review:

- Dwight L. Baker Completed 03/08/2021 11:18 AM
- Information Technology Completed 03/08/2021 11:35 AM
- Purchasing Completed 03/08/2021 12:43 PM
- Rosyline Robinson Completed 03/23/2021 1:03 PM
- Mercedes Miller Completed 03/30/2021 12:47 PM
- Mayor & City Council Pending 04/05/2021 6:00 PM









Recruit Module

The Recruit Module accelerates time to hire by centralizing the process of attracting applicants, screening them, and landing a qualified hire that's productive on day one, while ensuring compliance.



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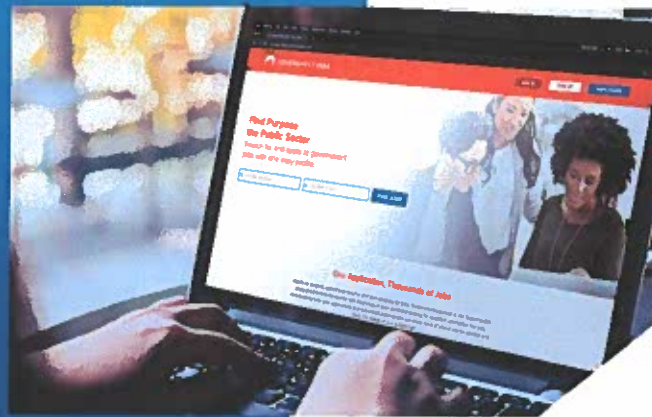


GOVERNMENTJOBS.COM

ATTRACT:

- ✓ Attract qualified candidates using the #1 public sector job board, with over 20 million job seekers
- ✓ Get applicants fast by publishing job postings directly from Insight, our applicant tracking system
- ✓ GovernmentJobs.com is 177% more likely to deliver a qualified hire than Indeed, and 67% more likely than LinkedIn
- ✓ Post unlimited job postings to ensure every role gets the support it needs

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NEOGOV
INSIGHT | TRACKING | ONBOARDING

RECRUIT

ATTRACT | SCREEN | HIRE

Government Jobs



Insight Tracking



Onboarding Software



RE
RECRUIT

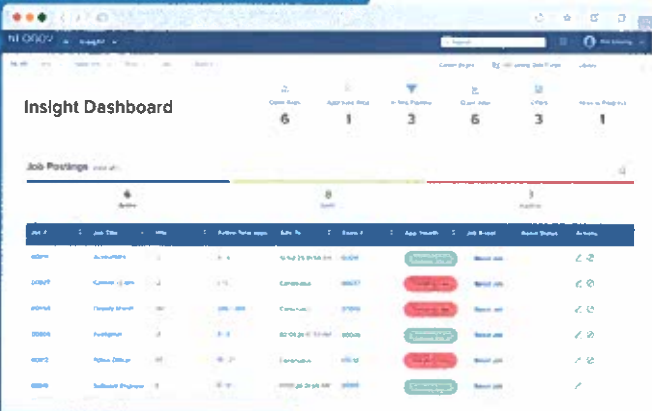
IN

INSIGHT SCREEN:

- ✓ Highlight your organization with a branded online career portal that accommodates complex applications and is accessible from your website
- ✓ Automate the creation of eligible and referral lists with candidate auto-scoring
- ✓ Modernize communication with text messaging, electronic offer letters, and a self-service portal
- ✓ Generate reports for EEO, diversity and inclusion initiatives, and analyze time-to-hire
- ✓ Integrates with multiple background check and assessment providers

Learn More

NEOGOV



ABOUT CUSTOMERS DATA TESTIMONIALS HOME **PERFORM**

RECRUIT

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Onboarding Software

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RE RECRUIT

MANAGE

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ONBOARD HIRE:

- ✓ Accelerate the onboarding process by enabling new hires to complete forms online before their start date
- ✓ Assign tasks to multiple stakeholders and track completion
- ✓ Reinforce job duties, expectations, and assign mentors
- ✓ Schedule check-backs to gauge engagement and address any concerns in the first 90 - 120 days
- ✓ Automate offboarding tasks, document exit interviews, and formalize knowledge transfer from vacated positions

Learn More

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Total Talent. Total.

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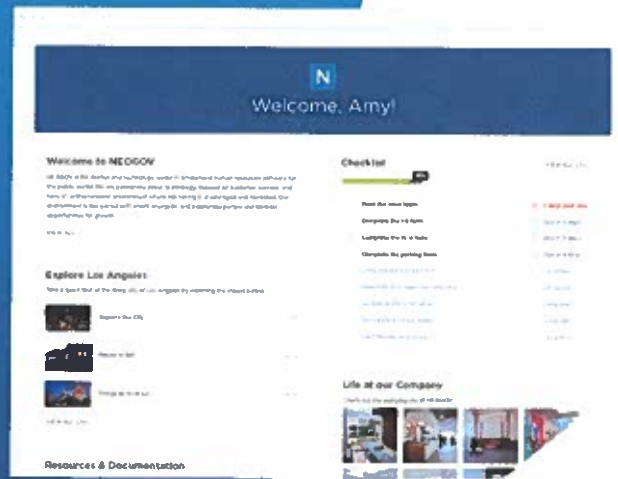
Insight Tracking

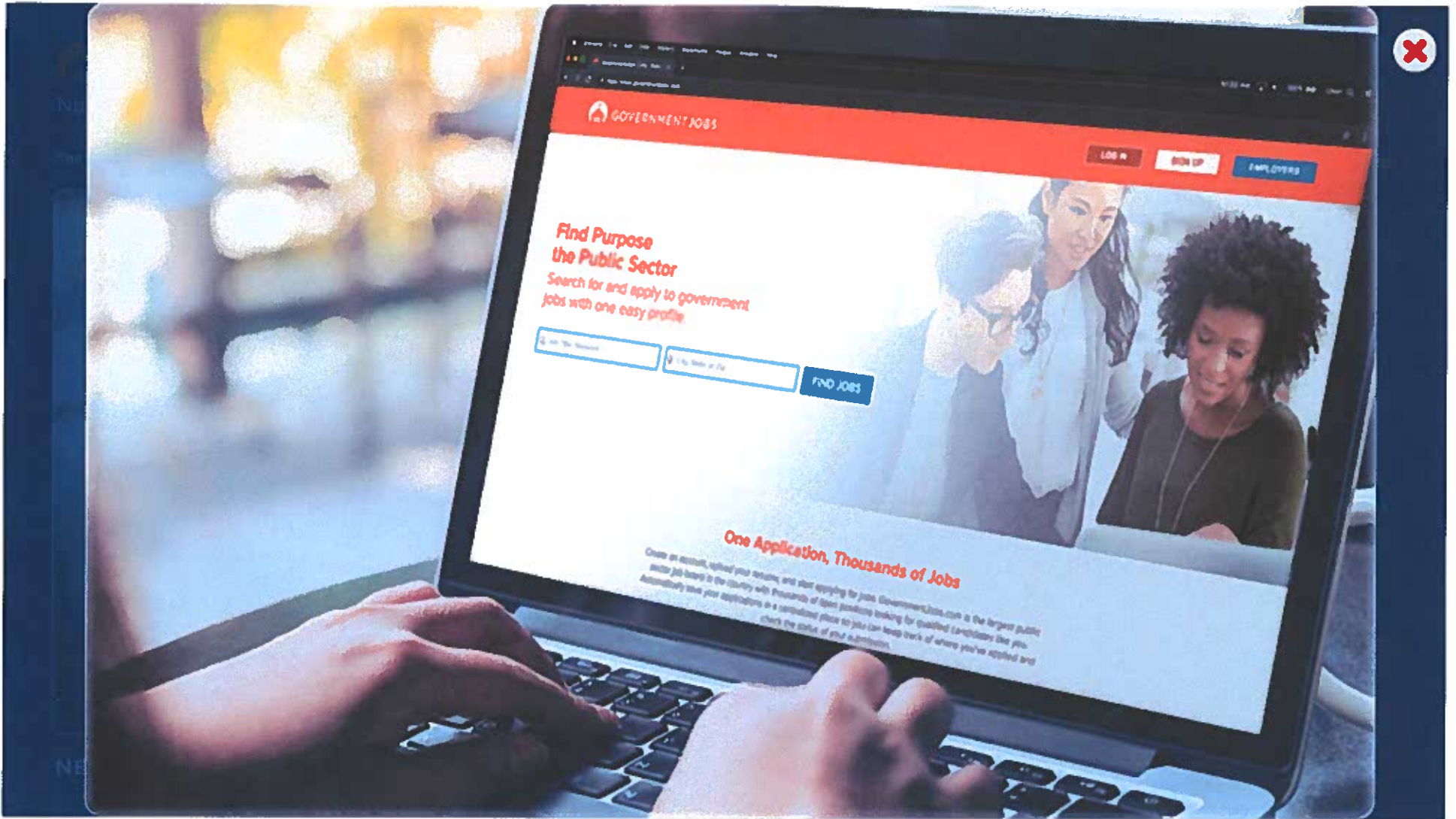
IN

Onboarding Software

ON

RE
RECRUIT





GovernmentJobs.com

Menu > **JOB OPPORTUNITIES** Sign In

City of Sunnydale's Job Opportunities

powered by NEOGOV®

Welcome to City of Sunnydale's application process!

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete.

SHOW LESS

Search 5 jobs found Sort Filter

Administrative Assistant New

City of Sunnydale, CA
 Full Time - \$26,988.00 - \$49,932.00 Annually
 Category: Administrative Assistant
 Department: Public Safety

Join our team! This position performs a variety of complex administrative support or technical support duties.

Posted 5 days ago | Closes in 5 months

GovernmentJobs.com

Menu > JOB O < > [print] [facebook] [twitter] [linkedin] [email]

It is important that your application show all the relevant education and experie

APPLY X

Search

Administrative Assistant New

City of Sunnydale, CA
 Full Time - \$26,988.00 - \$49,932.00 Annually
 Category: Administrative Assistant
 Department: Public Safety

Join our team! This position performs a variety of complex administrative support

[facebook] [twitter] [linkedin] [email]

Customer Service Supervisor

City of Sunnydale, CA
 Full Time - \$80,000.00 - \$100,000.00 Annually
 Category: Customer Service
 Department: Customer Success

Under general direction, the Customer Services Supervisor supervises personnel
 supervises and supports staff at multiple retail sales and service centers, ensures

[facebook] [twitter] [linkedin] [email]

Food Service Specialist

City of Sunnydale, CA
 Part Time - \$30,000.00 - \$45,000.00 Annually
 Category: Housing
 Department: Public Works

Human Resources Analyst I

Salary \$60,000.00 - \$80,000.00
 Annually

Location City of Sunnydale, CA


Job Type Full Time

Department Human Resources

Job Number 2020-74

DESCRIPTION BENEFITS QUESTIONS

Description



Operating at the Divisional level, provides a specified range of specialized professional and operational support to client departments, divisional employees, and/or members of the general public in areas such as employment, compensation, labor relations, benefits, training and development, HRIS, or human resources administration. Provides interpretation and routine consultation, and ensures compliance with various City of Sunnydale Human Resources policies, procedures, guidelines and applicable federal and state laws. Participates in research and analysis of operational issues, as appropriate to the individual position, and provides or participates in problem resolution. Provides day-to-day guidance to internal clients and lower level divisional staff on HR procedure and best practices within a specified area of expertise. Reviews routine documentation to ensure data integrity and quality of production. May supervise, lead, train, and/or coordinate the activities of lower level technical and/or administrative staff, as appropriate to the position.

Examples of Duties

1. Researches and analyzes various HR related issues and participates in problem resolution

GovernmentJobs.com

Human Resources Analyst I [Job Details](#) Applying as: Mary Andersons | [Support](#)

- Info
- Work (1)
- Education (2)
- Additional
- References (1)
- Attachments
- Questions**
- Review
- Certify

We have used answers that you provided on a previous application to answer the questions below. Please check them thoroughly to ensure they are correct.

Agency Questions

Fields marked with an asterisk (*) are required

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

01 What is your gender?

- Male
- Female
- I choose not to self-identify.

02 What is your ethnicity?

- White
- Black or African American
- Hispanic
- Asian
- Native American

GovernmentJobs.com

Menu > APPLICATIONS

City of Sunnydale's Job Opportunities

SUBMITTED **INCOMPLETE**

<u>Food Service Specialist</u> City of Sunnydale, California	Applied on 02/14/2020 11:36 AM Pacific History	Conducting Oral Exams
<u>Customer Service Supervisor</u> City of Sunnydale, California	Applied on 02/14/2020 10:30 AM Pacific History	Conducting Written Exam
<u>Police Officer</u> City of Sunnydale, California	Applied on 02/14/2020 10:27 AM Pacific History	Review Contingent Offer Letter Public Safety (Req. 00009)

Schedule Appointment
Customer Service Supervisor

Please choose an appointment location and date/time from the choices below.

Note: All dates and times displayed below are Pacific

HR Office
1234 Main Street
El Segundo, 90245

Tuesday, March 31
08:00 AM

Tuesday, April 14
08:00 AM

Thursday, May 14
08:00 AM

Sunday, June 14
08:00 AM

GovernmentJobs.com

City of Sunnydale's Job Opportunities

Place a check in the box next to each job category for which you would like to receive a "Submit" button. For next 12 months after you submit this form, you will receive an email notification each category you've chosen.

1 Job Categories selected

<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance
<input type="checkbox"/> Arts	<input type="checkbox"/> Athletics & Fitness
<input type="checkbox"/> Automotive	<input type="checkbox"/> Building & Safety
<input type="checkbox"/> Community Development	<input type="checkbox"/> Construction Trades
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Database Administration
<input type="checkbox"/> Electronics	<input type="checkbox"/> Emergency Management
<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Executive Management
<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Forensics
<input type="checkbox"/> Green-Contract/Environmental	<input type="checkbox"/> Grounds & Landscaping
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Investigative
<input type="checkbox"/> Land Use	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Management	<input type="checkbox"/> Marketing
<input type="checkbox"/> Organizational Development	<input type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Program Management	<input type="checkbox"/> Project Management

Job Interest Card

Fields marked with an asterisk (*) are required

First Name *
Mary

Last Name *
Andersons

Street Address *
234 River Rd

City *
San Diego

Zip Code *
92110

State *
California

Country *
US

Home Phone Number
7175474000

Work Phone Number

Email Address *
bfileek+214@neogov.net

Submit

GovernmentJobs.com

Snohomish County Government
@SnohomishCountyWA

Home
About
Jobs
Photos
Reviews
Videos
Events
Posts
Community
Create a Page

WELCOME TO SNOHOMISH COUNTY

Like Follow Share ... Send Message

Search Select Category Recommended 8.1K

Airport Electrician Paine Field Maintenance, 3601 109th St SW, Everett, Washington - Full-Time	Continuous
Airport Fire Lieutenant Paine Field Fire Dept, 10630 36th Place West, Everett, Washington - Full-Time	03/10/2020
Airport Gardener Paine Field Maintenance, 3601 109th St SW, Everett, Washington - Full-Time	Continuous
Airport Operations Specialist Paine Field/Snohomish County Airport 3220 100th Street SW, Ste. A, Everett, Washington - Full-Time	Continuous

The screenshot displays the NEOGOV Insight Dashboard. At the top, there is a navigation bar with the NEOGOV logo, a search bar, and user information for Phil Drwing. Below the navigation bar, the dashboard is divided into several sections:

- Insight Dashboard Summary:** A row of six cards showing key metrics: Open Reqs (6), Approved Reqs (1), In Req Pipeline (3), Open Jobs (6), Orders (3), and Hires in Progress (1).
- Job Postings:** A section with a sub-header "Job Postings" and a "view all" link. It features a progress bar with three segments: 6 Active (yellow), 8 Draft (orange), and 3 Inactive (red). Below this is a table of job postings.
- Requisitions:** A section with a sub-header "Requisitions" and a "view all" link. It features a progress bar with four segments: 6 All (yellow), 0 Approved (orange), 6 Open (red), and 1 Unassigned (red).

The Job Postings table contains the following data:

Job #	Job Title	Hits	Active / Total apps	Adv. To	Exam #	App. Health	Job Boost	Boost Status	Actions
00014	Accountant	19	4 / 4	12/02/25 01:59 AM	00014	Trending High	Boost Job		🔍 🗑️
00027	Cashier / Clerk	12	1 / 1	Continuous	00027	Trending Low	Boost Job		🔍 🗑️
00056	Deputy Sheriff	169	206 / 208	Continuous	00056	Trending Low	Boost Job		🔍 🗑️
00006	Firefighter	12	3 / 3	02/01/24 01:59 AM	00006	Trending High	Boost Job		🔍 🗑️
00012	Police Officer	41	19 / 21	Continuous	00012	Trending Low	Boost Job		🔍 🗑️
00019	Software Engineer	8	0 / 0	05/01/26 01:59 AM	00019	Trending High	Boost Job		🔍 🗑️

Recruitment Plan Detail

Exam Title: **Deputy Sheriff** | Department: **Public Safety**
 Exam Number: **00056** | Division: **Division** | Vacancies: **1**

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
00056	Deputy Sheriff	Continuing	08/05/18	Phil Dewing	Edit Archive Audit Trail

Advertising Plan

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action

Evaluation Steps

Step	Evaluation Step	Weight	Results	# of Steps	Action
Step 1	Application Received	N/A	View Results	100	Edit Delete Audit Trail
Step 2	Interview Qualifications Review	0.000%	View Results	5	Edit Delete Audit Trail
Step 3	Language and Experience Review	0.000%	View Results	2	Edit Delete Audit Trail
Step 4	Written Exam	50.000%	View Results	4	Edit Delete Audit Trail
Step 5	Panel Interview	50.000%	View Results	2	Edit Delete Audit Trail
Step 6	Final Exam	N/A	View Results	1	Edit Delete Audit Trail
Step 7	Successful Candidates	N/A	View Results	0	Edit Delete Audit Trail

Advanced Filters

Title	Created By	Filter Type	Action
Spanish Speaking Applicants	Phil Dewing	Evaluation Step Filter	View Edit Delete Unshare

Eligible Lists

List Name	List Type	Expiration Date	# On List	# Active	Action
Default List	Regular	N/A	5	5	Edit View Candidates Audit Trail

Requisitions

Req #	Title	Department	Date Created	Action
00056	Deputy Sheriff	Public Safety	02/09/2018	Edit Archive Disassociate Reverts

Tasks

Subject	Status	Priority	Due Date	Assigned To	Action

The screenshot displays the NEOGOV Insight interface. At the top, there is a navigation bar with 'NEO GOV' and 'Insight' menus, a search bar, and utility icons. Below the navigation, the page title is 'View Applicants by Step'. A red link '00056 Deputy Sheriff' is visible. A 'Reset Alphabet Search' section contains an alphabetical key 'ABCDEFGHIJKLMNOPQRSTUVWXYZ' and a search input field for 'Person ID'. The main content area shows a progress bar for recruitment steps: 'Step 1: Application Received', 'Step 2: Minimum Qualifications Review', 'Step 3: Training and Experience Review', 'Step 4: Written Exam', 'Step 5: Panel Interview', 'Step 6: Physical Exam', and 'Step 7: Conviction Questionnaire'. A table of candidates is displayed with columns for Candidate, Person ID, Status, Disposition, SAE, Email Notify, Source, Received, Position, Audit Trail, and Submitted To. The table lists five candidates, all with a 'View' status and 'N/A' for position and audit trail. A 'Select Candidates' button is located below the table. The footer includes the NEOGOV logo and copyright information: '©2000 - 2020 NEOGOV. ALL RIGHTS RESERVED'.

NEO GOV Insight

My HR Jobs Applicants Tests Lists Reports Career pages Library

View Applicants by Step

[00056 Deputy Sheriff](#)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
Reset Alphabet Search

Search for applicant by Person ID: Go

Show Applications: Active Only

[View Recruitment Plan](#) [Eligible Links](#)

Step 1: Application Received

Step 2: Minimum Qualifications Review

Candidate	Person ID	Status	Disposition	SAE	Email Notify	Source	Received	Position	Audit Trail	Submitted To
Alvarez, Jesse G.	36243826	View	Fail - Does Not Meet Minimum Qualification Criteria			Paper	02/06/18 08:30 AM	N/A	View	✉
Bobby, Beverly C.	35382969	View	Fail - Does Not Meet Minimum Qualification Criteria			Paper	02/06/18 08:30 AM	N/A	View	✉
Duncan, Phil	34680029	View	Step - 0.00%			Online	02/06/18 03:40 PM	N/A	View	✉
Ford, Preston G.	35763813	View	Fail - Does Not Meet Minimum Qualification Criteria			Paper	02/06/18 08:47 AM	N/A	View	✉
Fox, Lawrence H.	35263789	View	Fail - Does Not Meet Minimum Qualification Criteria			Paper	02/06/18 08:47 AM	N/A	View	✉

1 Records Page 1 of 1 Found

Select Action

Select Candidates

Step 3: Training and Experience Review

Step 4: Written Exam

Step 5: Panel Interview

Step 6: Physical Exam

Step 7: Conviction Questionnaire

[View Recruitment Plan](#) [Eligible Links](#)

NEO GOV

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NEOGOV

Dashboard

Anderson, Mary

Person ID: 5390739 NA

Application Questions E References

General Information

Contact Information

12345 Main Street
#10
Santa Monica, CA 90404
US

maryanderson@neogov.net
877-204-4442 primary

Personal Information

Date of Birth: 02/25
Driver's License: Yes
Notification Preference: Email
Highest level of education: Bachelor's Degree

Have proof of your legal right to work in the US?
Yes

Preferences

What is your minimum compensation requirement?
\$40,000.00/yr

Are you willing to relocate?
Yes

What type of job are you looking for?
Regular, Temporary, Seasonal, Internship

What type of work will you accept?
Full Time, Part Time, Per Diem

What shifts are you available to work?
Day, Evening, Night, Rotating, Weekends, On Call (as needed)

Write a comment...

How Long Have You Worked in Hr?

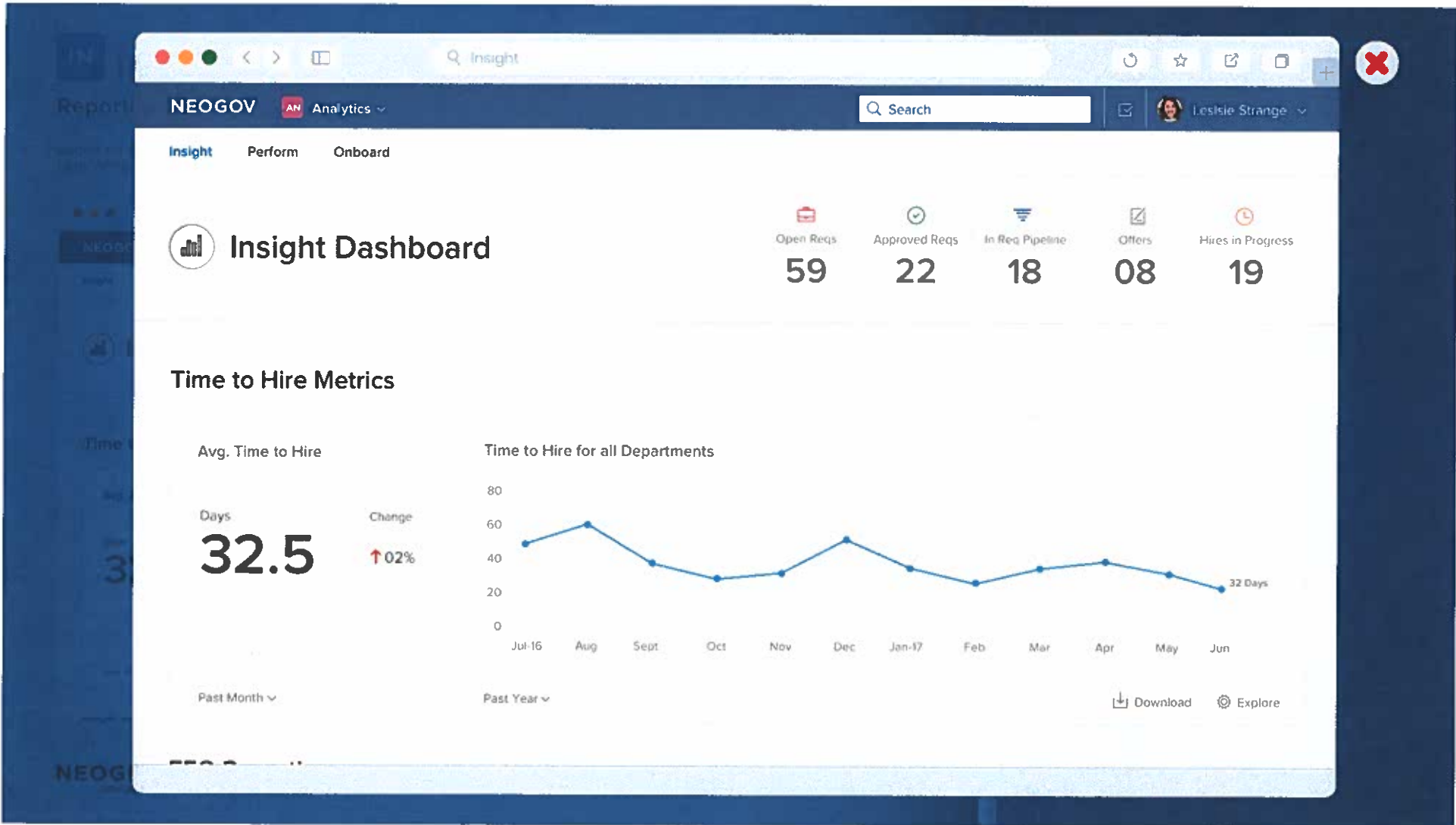
Write a comment...

Please Describe A Difficult Employee Matter

Write a comment...

Overall Comments

Submit



Talent Search

Search Keyword: Accountant

LOCATIONS: Search City, State

SKILLS: Search

POSITION TITLES: Search

1102 Total Applicants

456 Past Applicants

646 Job Seekers Open to New Opportunity

Showing 10 of 200 results

Job Seekers Open to New Opportunity

Name	Match %	Location	Skills	Past Work	Education
Jennifer Smith	100%	El Segundo, CA	Research	Fund Accountant	University of Mahattan
Cordelia Myers	90%	Glendale, CA	Microsoft Excel	Lowel School Community	Santa Monica College
Lulu Gross	80%	El Segundo, CA	Word Outlook	Assistant Accountant	University of South California

Job Seekers Open to New Opportunity



NEO GOV Insight

My HR Jobs Applicants Tests ENR Reports

Other Agency's Class Specs

Choose Agency: Arlington County

ABCDEFGHIJKLMNOPQRSTUVWXYZ
[Reset Alphabet Search](#)

Search for class title or class code Go

604 records found
 Page 1 of 25

Previous Page 1 2 3 4 5 6 7 8 9 10 Next Page >>

Code	Class Title	Min Salary	Max Salary
4105	Accountant Prest	\$37,379.68	\$60,419.84
4106	Accountant I	\$40,254.24	\$65,062.40
4107	Accountant II	\$43,245.28	\$69,892.16
4134	Accounting Assistant III	\$23,119.20	\$37,371.36
4135	Accounting Assistant IV	\$25,650.56	\$41,452.32
4110	Accounting Associate	\$37,379.68	\$60,419.84
4100	Accounting Coord. (Int)	\$49,225.28	\$79,566.24
4101	Accounting Supervisor	\$52,301.92	\$84,215.04
4103	Accounting Tech I	\$28,639.52	\$46,290.40
4104	Accounting Tech II	\$31,520.32	\$50,937.12
1263	Admin. Assistant III	\$23,119.20	\$37,371.36
1264	Admin. Assistant IV	\$25,650.56	\$41,452.32
1265	Admin. Assistant V	\$28,639.52	\$46,290.40
1266	Admin. Assistant VI	\$31,520.32	\$50,937.12
1267	Admin. Asst VII	\$34,509.28	\$55,771.04
0302	Admin. Services Div. Chief	\$57,509.92	\$92,951.04
0210	Admin. Svcs. Div. Chief (LR)	\$60,039.20	\$97,036.16
1280	Admin. Tech I	\$28,639.52	\$46,290.40
1281	Admin. Tech II	\$31,520.32	\$50,937.12
1267	Administrative Assistant VII	\$40,000.00	\$0.00
1181	Administrative Specialist	\$34,509.28	\$55,771.04
1082	Asst. Administrator	\$37,509.92	\$92,951.04
0640	Asst. & Dist. Svcs. Div. Chf	\$64,868.96	\$104,852.80
6641	Asst. Dir. Admin. Div. Coord	\$49,225.28	\$79,566.24
7327	Arts Services Admin	\$49,225.28	\$79,566.24

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The screenshot displays a web browser window with the address bar showing 'Onboard'. The page header includes 'NEOGOV Onboard' and a search bar. A navigation menu contains 'Employees', 'Pre-Hires', 'Reports', 'Completed Forms', 'Portals', 'Checklists', 'Positions', and 'Administrative'. The main content area features a profile for Mary Anderson (HR Specialist) and a welcome banner for the City of Sunnydale. A central message reads: 'Welcome to the City of Sunnydale Team! Mary Anderson, welcome to the team! I am looking forward to being your new supervisor and working with you. Your first day of work is 01/31/2020, and I want to give you some information to help you get ready. Please report to our office at 6789 Main Street. Mary, Lynn, Ryan, and Paul are all excited that you are joining our team, and one of them will come to the lobby to greet you. I will meet with you sometime after you get settled in your new workspace. We expect your first day to end at 5:00 pm. I hope that this information is helpful. If you have any questions, call me at (213) 955-9412 or email me at maryjacks@sunnydale.gov. Otherwise, see you on the 01/31/2020!'

Below the message are two buttons: 'Goals' and 'Job Duties', both with 'VIEW >' links. To the right is a 'Checklist' section with a 'Preview Checklist Timeline' link. The checklist items are:

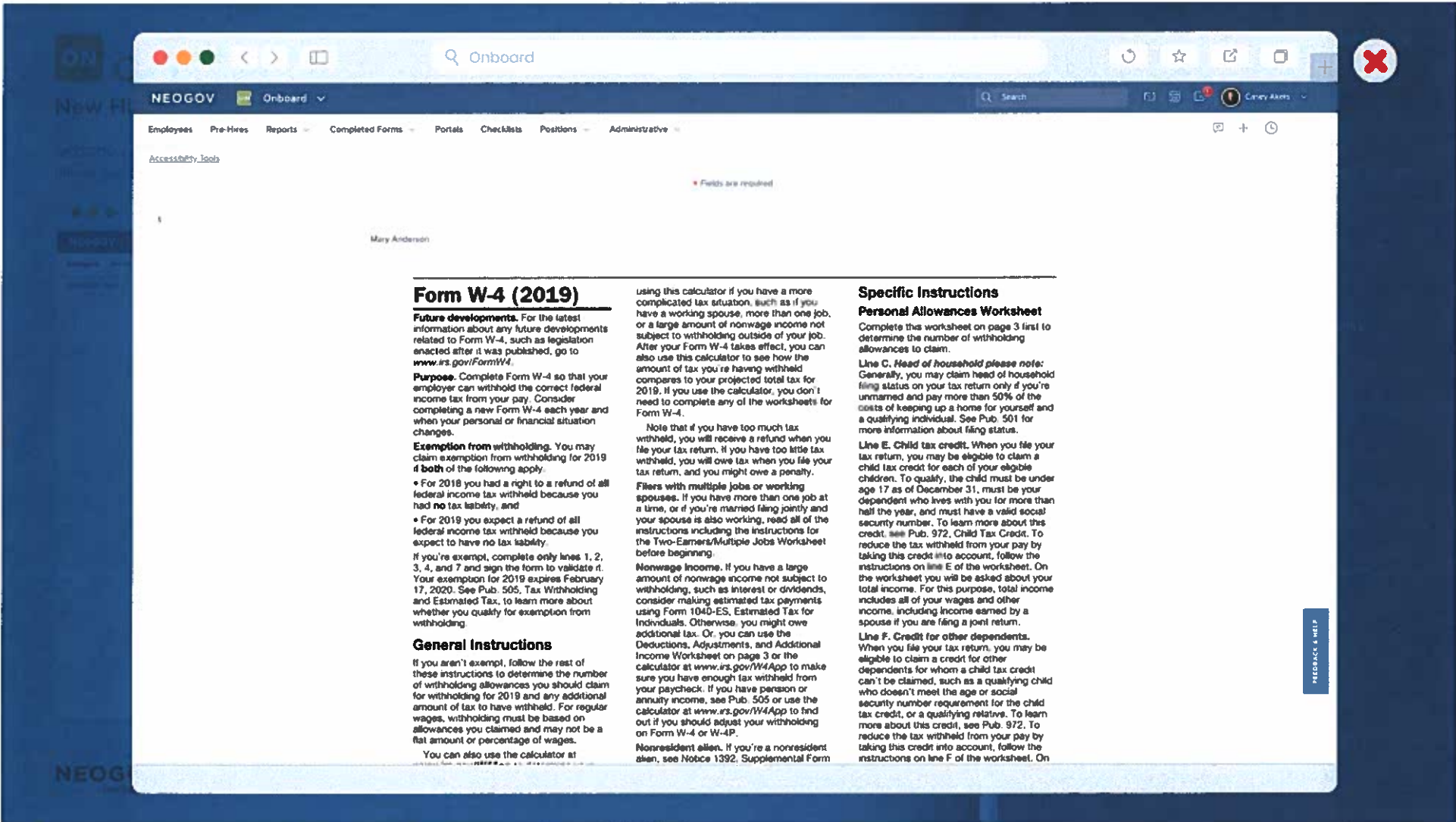
- Review the Employee Handbook (1 week past due)
- Set up the employee's work station (1 week past due)
- Complete the Parking Form (1 week past due)
- Complete the Direct Deposit Form (1 week past due)
- Complete W-4 (1 week past due)
- Complete I-9 (1 week past due)
- Anti-Harassment Training for Employees (1 week past due)
- Bloodborne Pathogen (1 week past due)
- Watch the Welcome video (1 week past due)
- Review your Job Description with your Manager (1 week past due)

At the bottom, there is a 'City of Sunnydale Mission Statement' section with a 'VIEW ALL >' link, and a 'Mentors' section.

The screenshot displays a web browser window with the address bar showing 'Onboard'. The page header includes the 'NEOGOV' logo and 'Onboard' navigation. A top navigation menu contains: Employees, Pre-Hires, Reports, Completed Forms, Portals, Checklists, Positions, and Administrative. The main content area is divided into several sections:

- Profile Card:** Features a profile picture of Mary Anderson, identified as an HR ANALYST. Below the photo are sections for 'Employee' (with an 'Onboarding' link) and 'Manager'.
- Welcome Message:** A paragraph stating: "business units and for the various transportation products and services we provide throughout the State. This unified mission statement will be our guiding light to the public we serve each and every day."
- Get To Know The Area:** A section with the text: "We are all excited to have you join our team. Get to know some familiar faces and the area. Let us know if you have any questions!" followed by four small landscape images.
- Helpful Links:** A list of three links: "City of Sunnydale - Home", "City of Sunnydale - Residents", and "City of Sunnydale - Your Government".
- Mentors:** A list of three mentors: Casey Akers (HR Manager), Pat McDonald (HR Analyst), and Emily Black (Park Ranger). Below this is a "MESSAGE ALL" section showing a message from Casey, Pat and 1 others.
- Helpful Videos:** A section titled "Welcome to the City of Sunnydale!" with a video thumbnail for "Top Things To Do In Sunnydale!" (08:50).

A vertical "FEEDBACK & HELP" button is located on the right side of the page. The browser's address bar and search bar are also visible at the top.



Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if both of the following apply.

- For 2018 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
- For 2019 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App.

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return, if you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On

NEOGOV HELP

Global Form Bank

These forms were not created by NEOGOV staff. Please be sure to review the form and make any edits prior to using it in your account. All permissions from the original form will be copied as well as any logo or agency name used on the form. Please review the form in it's entirety and make necessary changes before assigning to a checklist.

Number of Times Copied	Name	Type	Agency Name	Actions
40	Emergency Contact Form	Dynamic	Kevin Oconnor's Production Account	
28	Employee Handbook Acknowledgement F...	Dynamic	City of Hamilton, Ohio	
25	Emergency Contact Form	Dynamic	City of Kebo	
23	DE4 EDD STATE WITHHOLDINGS FORM	Background	Town of Windsor	
22	Payroll Direct Deposit	Background	City of Beverly Hills	
22	Ex-4 Interview	Dynamic	City of Carlsbad	
21	CalPERS Reciprocal Self-Certification Form...	Background	City of Murrieta	
21	90 Day Survey	Dynamic	City of Sunny Skies	
18	Direct Deposit Authorization Form	Dynamic	City of Hamilton, Ohio	
14	CalPERS Health Benefits Enrollment Form (...)	Background	City of Murrieta	

1 - 10 of 82 items

The screenshot shows a web browser window with the address bar displaying 'Onboard'. The page title is 'NEOGOV Onboard'. The navigation menu includes 'Employees', 'Pre-Hires', 'Reports', 'Completed Forms', 'Portals', 'Checklists', 'Positions', and 'Administrative'. A search bar and 'Casey Apps' are also visible.

The main content area features a large banner image of a sunset over a beach with a pier. The City of Sunnydale logo is overlaid on the image, along with the text: 'We're sad to see you go, Will'. Below the banner is a button labeled 'Offboarding Portal'.

The left sidebar shows a profile for 'Will Haines, HR ANALYST' and a list of roles: 'Employee', 'Onboarding', 'Offboarding', and 'Manager'.

The main content area is divided into two sections:

- Good Luck In The Future!**

Dear Will Haines,

Thank you for your contributions to our team here at the City of Sunnydale. We wish you the best of luck in all of your future endeavors. Please be sure to complete all of your offboarding tasks prior to your last day of employment. Please let your manager or HR know if you need any assistance.

Thank you for bringing your positive attitude to work every day. Projects become easier to execute, changes become easier to implement and problems become easier to solve. Thank you for showing all your colleagues that the pursuit of excellence is the best way to climb up the organizational ladder in this company.

Good Luck!
- Checklist**

Preview Checklist Timeline 100%

 - Assist employee with Knowledge Transfer to successor Completed
 - Return your ID Badge to IT Services Canceled
 - Complete the Exit Interview Form Canceled
 - Review the Exit Interview Form Canceled
 - Ensure all city property is returned Canceled
 - Return your Parking Card to Building Services Canceled

The screenshot displays the NEOGOV Onboard web application. The user is Casey Akers, HR Manager. The interface includes a navigation menu with options like Employees, Pre-Hires, Reports, Completed Forms, Portals, Checklists, Positions, and Administrative. The main content area is divided into two sections: 'My Tasks' and 'Onboard Progress Report'.

My Tasks

Subject	Due Date	Related To	Actions
Complete the Employer Portion of the Parking Form	02/02/2019	Diane Bailey	[Icon]
Complete I-9 for employee	02/04/2019	Diane Bailey	[Icon]
Complete I-9 for employee	02/15/2019	Carl Baker	[Icon]
Complete the Employer Portion of the Parking Form	02/28/2019	Blake Berry	[Icon]
Complete I-9 for employee	03/02/2019	Blake Berry	[Icon]
Welcome Call to new hire	03/13/2019	Christine Malloy	[Icon]
Order appropriate supplies	03/13/2019	Christine Malloy	[Icon]
Order appropriate supplies	04/24/2020	Leslie Noble	[Icon]

1 - 8 of 8 items

Onboard Progress Report

Employee #	Full Name	Position	Department Code	Department Name	Checklist Completion
29	Mary Anderson	HR Analyst	HRI	Human Resources	17%
16	Diane Bailey	HR Analyst	HRI	Human Resources	44%
31	Carl Baker	Park Ranger	PRI	Parks and Recreation	54%
17	Blake Berry	HR Analyst	HRI	Human Resources	29%

1 - 4 of 4 items

The screenshot displays the NEOGOV Onboard web application. The main content area is titled "Direct Deposit Form" and includes a configuration section with the following settings:

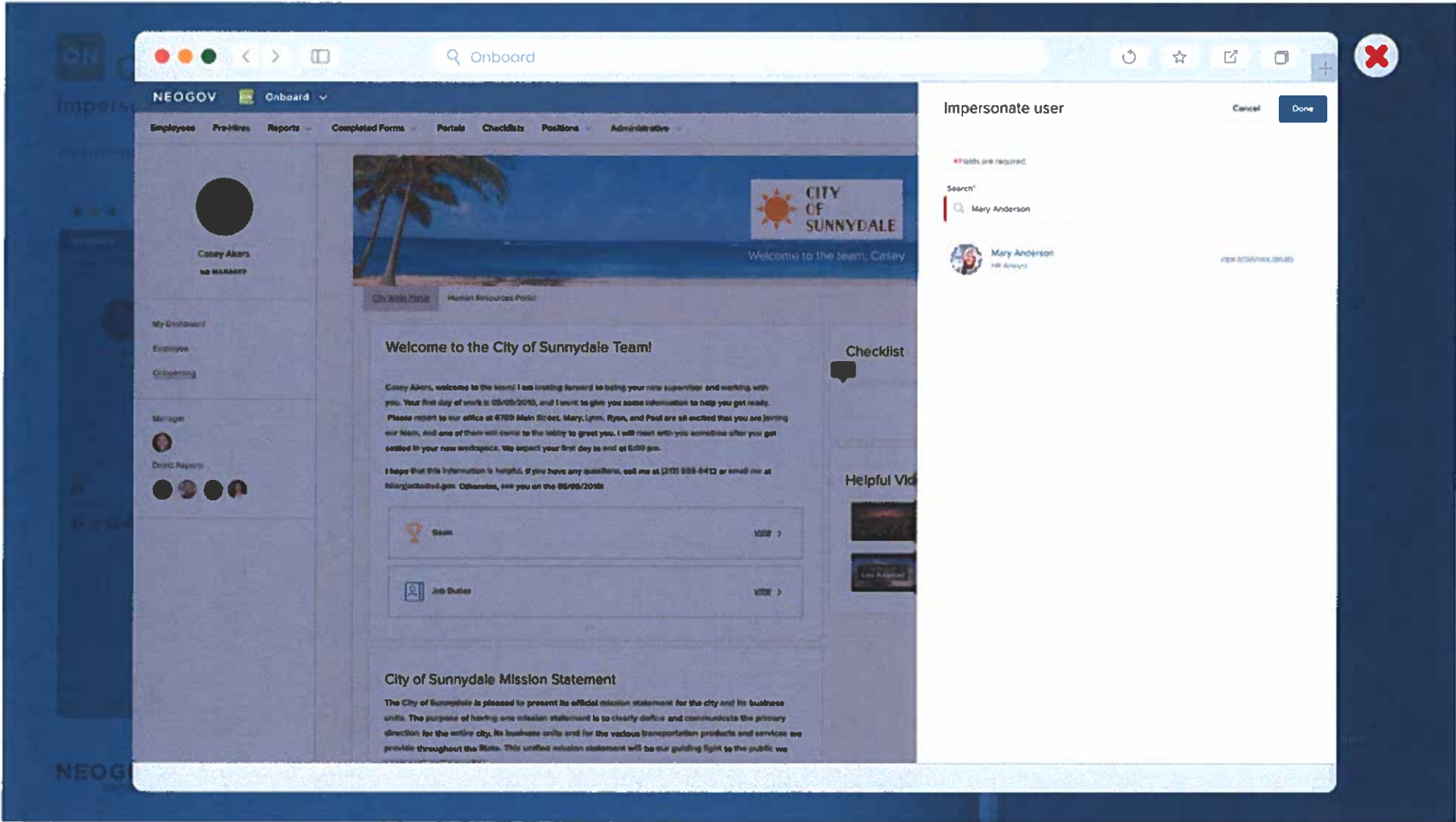
- Version: Direct Deposit Form
- Department: Active (All, Specific)
- Status: Active (All, Archived)
- Associated Employee Status: Active (All, Inactive)
- Start Date: All (Specific Date Range)

A "Generate Report" button is located below the configuration. Below the configuration is a table with columns for Employee Full Name, Bank's Routing Number, Checking or Savings, Savings Account Num, Checking Account Num, and Name of City of Sunnyside.

Employee Full Name	Bank's Routing Number	Checking or Savings	Savings Account Num	Checking Account Num	Name of City of Sunnyside
Blaik Berry	45111222151	Savings	451112558		City of Sunnyside
Carl Baker	844212558	Savings	541112548		City of Sunnyside
Diane Bailey	455122251	Checking		871511558	City of Sunnyside
Emily Black	5454122221	Checking		521441122	City of Sunnyside
Eric Jackson	41122284445	Checking		5412215588	City of Sunnyside
Eve Bell	5454111222	Savings	829391401		City of Sunnyside
Mike Peterson	5412145546	Checking		6585444751	City of Sunnyside

On the right side of the interface, there is an "Actions" panel with the following options:

- EXPORT ACTIONS: Export to CSV, Export to PDF, Export to FPDF, Export to Excel, Bulk Print
- FORM BULK ACTIONS: Lock forms, Unlock forms



Customers

more than 6,000 strong

More than 6,000 public sector and education organizations of all shapes and sizes use NEOGOV to recruit, select and evaluate their workforce. Our rapid growth is a direct result of our commitment to public sector customer success.

Featured

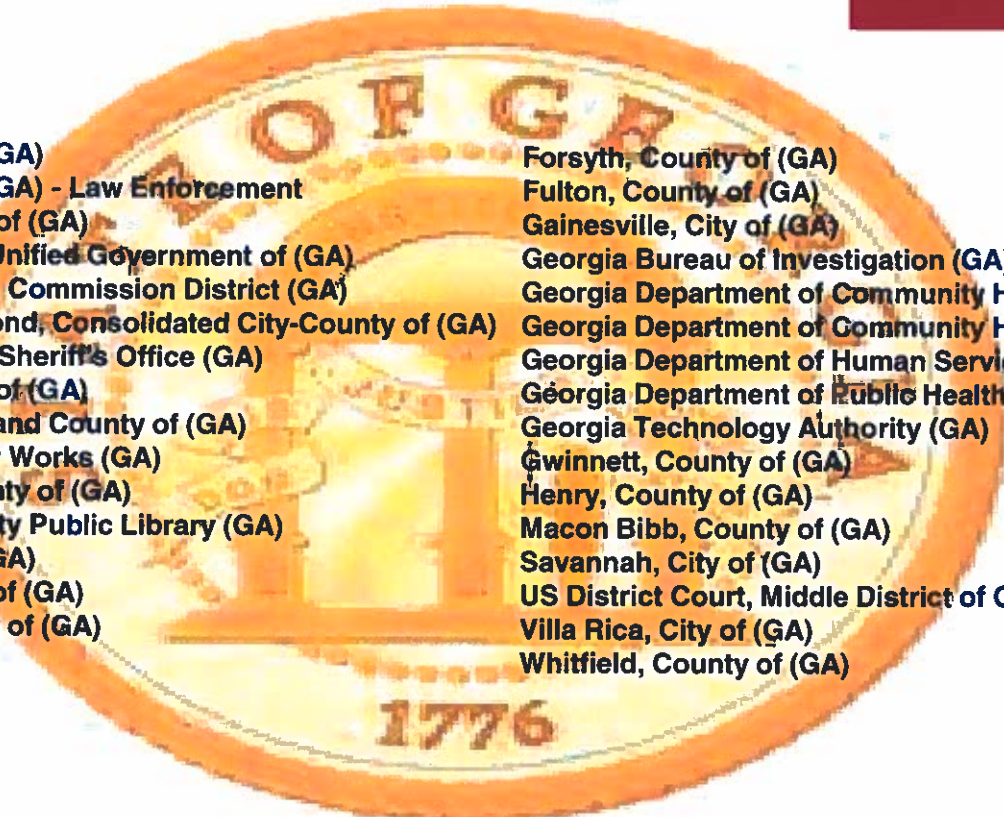
CUSTOMERS

PUBLIC SECTOR

HIGHER EDUCATION



Georgia Partnerships



- Albany, City of (GA)
- Albany, City of (GA) - Law Enforcement
- Alpharetta, City of (GA)
- Athens-Clarke, Unified Government of (GA)
- Atlanta Regional Commission District (GA)
- Augusta-Richmond, Consolidated City-County of (GA)
- Baldwin County Sheriff's Office (GA)
- Barrow, County of (GA)
- Columbus, City and County of (GA)
- Columbus Water Works (GA)
- Dougherty, County of (GA)
- Dougherty County Public Library (GA)
- Duluth, City of (GA)
- East Point, City of (GA)
- Forest Park, City of (GA)
- Forsyth, County of (GA)
- Fulton, County of (GA)
- Gainesville, City of (GA)
- Georgia Bureau of Investigation (GA)
- Georgia Department of Community Health
- Georgia Department of Community Health (GA)
- Georgia Department of Human Services (GA)
- Georgia Department of Public Health (GA)
- Georgia Technology Authority (GA)
- Gwinnett, County of (GA)
- Henry, County of (GA)
- Macon Bibb, County of (GA)
- Savannah, City of (GA)
- US District Court, Middle District of Georgia (GA)
- Villa Rica, City of (GA)
- Whitfield, County of (GA)