



# Welcome to your employment with the City of Waupaca!

## NeoGov – On Boarding

The City of Waupaca utilizes a program called "On Boarding" from NeoGov. This program will guide you through all the required paperwork and items you need to review prior to starting your employment. While we understand there are a number of items to complete and it will take a small investment of time, this process is not meant to be a hindrance, rather these items are required by law or city policy for all employees.

### Check Your E-Mail

Please check your e-mail (likely the e-mail address you provided on your employment application). Shortly after the HR department has received notice that we have offered you a position you will receive an activation e-mail to create your On-Boarding account.

This e-mail will come from the following address: [donotreply@neogov.com](mailto:donotreply@neogov.com) – if this does not end up in your inbox make sure to check your spam or junk folder. If you still are not receiving it contact your supervisor for assistance. Please activate your account ASAP, even if you do not have the time to start working on your assigned employment paperwork.

### On Boarding Process

Once you login to your On-Boarding account there are a number of tasks you'll need to complete. Some tasks are essential to complete before your first day, such as your **personnel record, W4, WT-4, I-9 and direct deposit form**. If these items are not complete you cannot legally work or be paid.

The rest of the items can be completed at a more leisurely pace but should be completed within a week of starting employment.

## A few Notes

- *Direct Deposit form* – if your bank account is shared with your parents, spouse or someone else, your name **MUST BE** on the account or we cannot deposit your pay.
- *Direct Deposit Upload* – for first time employees, or returning employees with a different bank account we need a voided check to verify your account.
- *I-9 Form* – you will need to visit the city HR department or your supervisor to bring the verification paperwork. The I-9 form ensures your legality to work in the United States. You will need the original item. Either select one item in column A or an item in both column B and C. For many people a Driver's License combined with either a social security card or birth certificate are readily available.

### Your On-Boarding Account Information

Write down your account information when you activate your account:

Website: <http://login.neogov.com>

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Need Help?

Contact your supervisor or city HR department.