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Who is Unified Self	

Overview

NEOGOV's Unified Self Service centralizes Employee and Manager tasks and actions across our

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My Onboarding

If your organization uses the Onboard product, you will also see a My Onboarding tab on your Dashboard.

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Side Menu

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Tasks

The **Tasks** page allows users to see all of your NEOGOV product tasks in one place. You have tabs for both **To Do** and **Completed Tasks** with quick metrics and task due dates on each.

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Figure 4: Filtering Options on Tasks Page

You are able to search for specific tasks, or filter the tasks assigned to you by Due Date, Product, Task Type, or For Whom.

You can take action on tasks directly from this page. Simply select the name of the task and the system will take you to the task.



People

The **People** page gives you visibility on the other employees and managers within your hierarchy. If you don't have any direct reports, you will only see the **Org Chart** described below.

Figure 5: Action Options on People Page

If you are a manager, you will see three tabs here to help you manage your direct reports: **My Team, My Team's Tasks**, and **Org Chart.**

On the My Team tab, you can view your direct reports to see and

Team's

Figure 6: Exporting the Org Chart

On the **Org Chart** tab, this page includes an interactive organization chart where you can see the relationships between employees at your organization, including employee titles and information on your direct reports.

Performance

If your organization uses the NEOGOV Perform product, you'll see the **Performance** page. This

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Forms

If your organization uses the NEOGOV eForms product, you'll see the **Forms** page. This page shows all your eForms related processes including your in-progress processes, completed processes, and your team's forms.

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Figure 10: Forms Page

If you have direct reports or are responsible for other employee's forms, you can Assign forms to employees from any tab in the Forms page.

On the **Overview** tab you can see your tasks and available forms. If you have direct reports, you will also see interactive metrics on your Team's Forms.

You can view your in-progress or completed forms from the **In Progress** and **Completed** tabs. A **number count** appears next to the In Progress tab to give instant visibility on the number of forms that are waiting for your action.

Managers will also see the **My Team's Forms** tab. This tab helps you keep track of the outstanding forms assigned or initiated by the employees in your hierarchy. This tab will display the total Overdue and In Progress forms to be completed by your team.

Performing Advanced Tasks

Sometimes to accomplish tasks or navigate to more detailed visibility, the Unified Self Service will take you to the NEOGOV Product

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