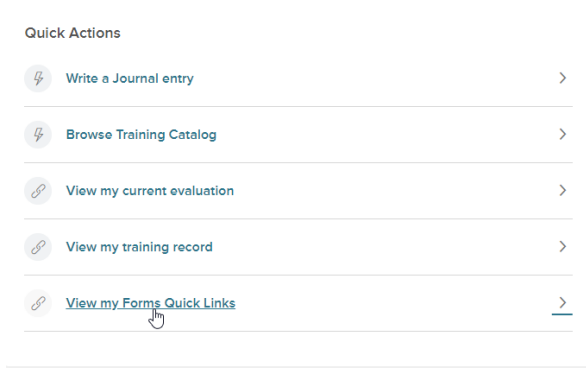
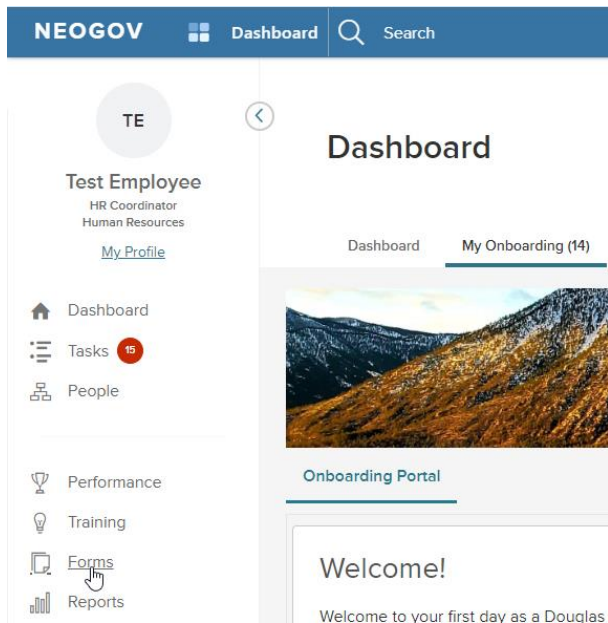


# NEOGOV PROCESSES – SELF INITIATED

Option 1: From your Dashboard navigate to “View my Forms Quick Links”

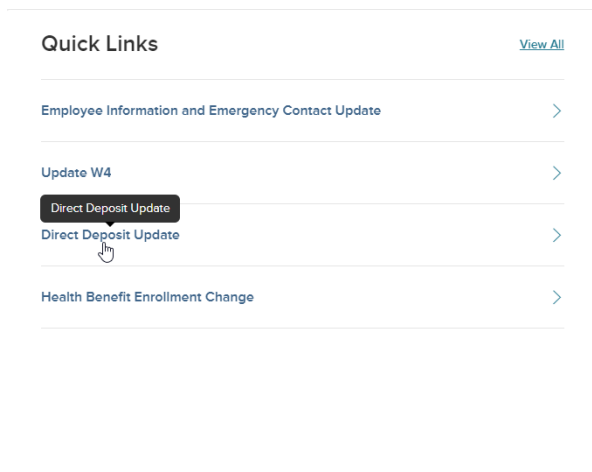


Option 2: Using side menu by navigating to “Forms”

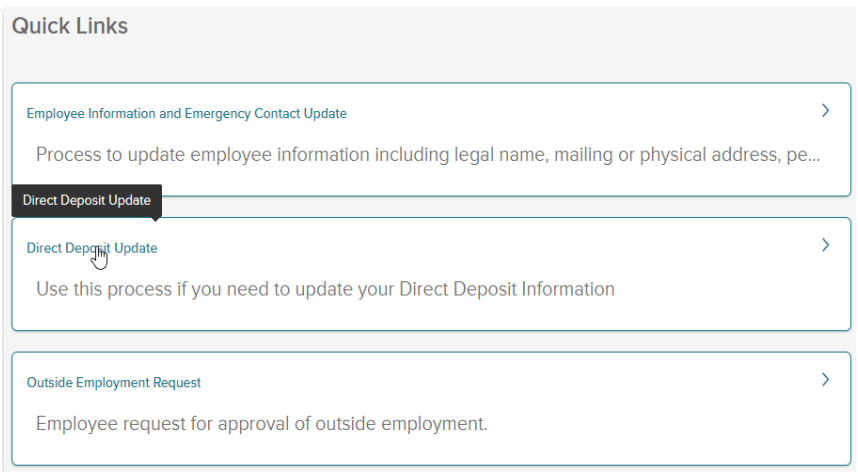


Under the “Quick Links” section select the process you wish to initiate. The “View All” option will take you to the full list of processes available.

Screen view using Option 1:



Screen view using Option 2:



1. The Process Initiation page provides an overview and other important information such as any items you will need to complete the process. You will also be able to view the steps in the process, including both your own tasks and tasks to be completed by others, such as Human Resources Staff. To begin the process, click “Start Process”.

QUICK LINKS PROCESS

## Direct Deposit Update

OVERVIEW  
Use this process if you need to update your Direct Deposit Information

THINGS YOU'LL NEED

- Updated Account Information
- Copy of Voided Check(s) or Bank Issued Direct Deposit Form

TASKS

Task Name	Action
Complete Direct Deposit...	Complete Form
HR Review Direct Deposit Form	Review Process
Enter Updated Direct Deposit Information	Review Process
Payroll Review and File Direct Deposit Form	Review Process

Start Process

2. Once initiated, you can view process progress and tasks pending your completion.

QUICK LINKS PROCESS

## Direct Deposit Update

Assigned Date: 08/07/2023  
Assigned By: Test Employee

0% COMPLETE

OVERVIEW  
Use this process if you need to update your Direct Deposit Information

THINGS YOU'LL NEED

- Updated Account Information
- Copy of Voided Check(s) or Bank Issued Direct Deposit Form

TASKS

Task Name	Action
Complete Direct Deposit...	Complete Form

You can also return to your process at a later time from your FORMS dashboard using the “My Tasks” tile or the “My Forms & Processes” tile.

Forms

Overview My Forms & Processes (1)

My Tasks [View All \(1\)](#)

Complete Direct Deposit Form Due 08/10/2023  
Direct Deposit Update - 0% Complete

My Forms & Processes [View All](#)

YOUR PROGRESS ON CURRENT FORMS & PROCESSES

Click or press enter to display processes with In Progress status

- Complete all necessary information on the assigned form or task, including uploading documents, if needed, then submit.

## Direct Deposit Authorization Form

Cancel Save For Later Submit

**Direct Deposit Authorization Form**

Employee \*

I authorize Douglas County to initiate credit entries and initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account listed below. This authority is to remain in full force until Douglas County has received written notification from me of its termination in a timely manner to afford Douglas County a reasonable opportunity to act on it. PLEASE NOTE: Direct deposit may take up to two payroll cycles to initiate dependent upon the banking institution setup protocol.

Full Name \*

Financial Institution Name \*

Routing Number \*

Account Number \*

Check One: \*  
 Checking Account  
 Saving Account

Signature \*

Date \*

**SIGN HERE** →

**INCORRECT INFORMATION WILL CAUSE UP TO 2 WEEK DELAY IN PAYROLL DEPOSIT.**

*Employee must notify Douglas County in writing of any change in employee financial institution or change in employee financial institution account.*

Attach Validated Check or Other Printed Bank Documentation (A DEPOSIT SLIP IS NOT ACCEPTABLE FOR THIS INFORMATION) \*

[Manage Attachments](#)

**Direct Deposit Authorization Form**

Routing Number:  Account Number:

Check One: \*  
 Checking Account  
 Saving Account

Signature \*

Date \*

**INCORRECT INFORMATION WILL CAUSE UP TO 2 WEEK DELAY IN PAYROLL DEPOSIT.**

*Employee must notify Douglas County in writing of any change in employee financial institution or change in institution account.*

Attach Validated Check or Other Printed Bank Documentation (A DEPOSIT SLIP IS NOT ACCEPTABLE FOR THIS INFORMATION) \*

[Manage Attachments](#)

**Attachments** Close

↑

Drag and drop file here, or [click here to upload](#)

Supported file types are pdf, xls,xlsx, doc, docx, txt, rtf, bmp, gif, jpe, jpeg, jpg, png, tif, tiff

The maximum allowed file size is 5MB.

Cancel Save For Later **Submit**

**Complete your form submission**

- Some processes include multiple forms or steps that you will need to complete. You may receive email notifications that you have tasks to complete. You can navigate to the task using “view task” link from the email, or by navigating directly to your NeoGov account as described above

Employee: Test Employee  
 Task: HR Review Direct Deposit Form  
 Due Date: 08/12/2023

System - Task Ready  
**Task HR Review Direct Deposit Form for T...** 4:34 PM [View Task](#)

CAUTION: This email originated from