
Mississippi Management and Reporting System

Department of Finance and Administration

| MMRS Policies and Procedures | | |
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| 2321 | NeoGov Security Maintenance Form Procedures | Effective Date: 6/27/2018 |
| | | Version: 5 |

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1. Introduction

The Department of Finance and Administration (DFA), Office of Mississippi Management and Reporting System (MMRS) and the Mississippi State Personnel Board (MSPB) jointly support the web-based NEOGOV Insight recruitment and applicant tracking system. This application automates the entire hiring process for state agencies.

The Mississippi State Personnel Board (MSPB) serves as the central personnel office for State government. As such, the MSPB Human Capital Core Processes division (HCCP) is responsible for the recruitment and applicant selection for many state positions and performs these functions within NEOGOV.

Security for the NEOGOV application is centrally maintained by designated DFA/MMRS staff.

2. Scope

The information in this document is to be used by the Statewide Payroll and Human Resource System (SPAHRs) authorized security contact for each agency when completing the *#2320 NEOGOV Security Maintenance Form*.

3. NEOGOV Security Overview

When a new user account is created, the user will receive two system generated e-mails – one providing their assigned Username and the other providing a link to the application with instructions for setting up a password.

When users initially log into NEOGOV to set up a password, they will be required to select and answer three (3) security questions. This allows users to securely manage their own password.

The “Quick Help” options on the login screen should be used for help with general login issues. Users must contact the MMRS Call Center at 601-359-1343, Option 1, Sub-Option 5 or via e-mail at mash@dfa.ms.gov (with “NEOGO Security” in the subject line) for help with all other user account problems.

4. NEOGOV Security Administration

Information submitted on the *#2320 NEOGOV Security Maintenance Form* is used to set up and maintain NEOGOV security and is explained in the sections below.

All NEOGOV security requests must be submitted on form *#2320 NEOGOV Security Maintenance Form* and approved by MMRS before any action will be taken to process the request. Copies of all NEOGOV security requests are kept on file at MMRS.

Completed security forms should be e-mailed to mash@dfa.ms.gov (with “NEOGO Security” in the subject line), faxed to MMRS at (601) 359-6551, or mailed (or sent by HANDMAIL) to: MMRS, Department of Finance and Administration, Robert Clark Building, 301 North Lamar Street, Suite 400, Jackson, MS 39201.

5. NEOGOV Security Maintenance Form Procedures

The procedures for completing both pages of this form are outlined below. All information in the first section is required.

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|------------------------------|--|
| Maintenance Action | Check the appropriate action to be performed (Add User, Update User, or Delete User). Only one action can be requested per form. If a User is to be deleted, indicate the date the deletion should be effective. Otherwise, the user will be deleted when the form is received. |
| User's Name | User's name |
| ACE User ID | User's assigned ACE User ID |
| Phone | User's work telephone number including area code |
| E-Mail | User's e-mail address. The NEOGOV application uses the e-mail address to provide requisition notifications and initial security notification. |
| Agency Name | User's agency name |
| SPAHRs Agency Code(s) | Enter the SPAHRs agency code(s) the user should have access to. Space is provided on page 2 to list additional agency codes. Page 2 will not be accepted without accompanying page 1. |
| All Agencies | Only control agencies (MSPB, DFA/MMRS) will be given access to all agencies. |

| Agency / Department Use Only | |
|--|--|
| Recruitment / Hiring Permissions | |
| Originator | User can create recruitment requisitions but cannot view any other user's recruitment requisitions. Note: Originator cannot be an HR Liaison. |
| HR Liaison | User can create recruitment requisitions, view recruitment requisitions created by others within the department(s) to which they have access, and view/take action on Referral lists. Note: HR Liaison cannot be an Originator. |
| Hiring Manager | User can view referred applicants from an eligible list and take action to interview, offer, hire, or reject an applicant. |
| Rater | User can rate candidates, based on a new star rating or traditional pass/fail and scored methods. |
| Create OHC Notice Templates | User can create Notice Templates from within the Online Hiring Center (OHC). |
| Send OHC Notices | User can send Notices from the OHC. |
| Approval Groups (Requisition and Hiring) (Optional) | |
| NOTE: Users can approve or deny requisitions or hire actions that have been routed to him/her for approval. If selected as an approver. | |
| Human Resource Approver | Designated Agency / Department Human Resource approver. |
| Department Approver | Designated Agency / Department approver. |

| MSPB / HCCP Use Only | |
|--|--|
| Recruitment Permissions (Choose all that apply) | |
| Read Only | Restricts user to "Read Only" access to all information for selected SPAHRS agency codes. This setting overrides any permission settings selected for Job Postings, Class Specs, Benefits, and Requisitions. |
| Class Specs | Specify the functions, if any, the user should be allowed to perform for Class Specs (add, update or delete) for the specified SPAHRS agency codes. |
| Job Postings | Specify the functions, if any, the user should be allowed to perform for Job Postings (add, update or delete) for the specified SPAHRS agency codes. |
| Benefits | Specify the functions, if any, the user should be allowed to perform for Benefits (add, update or delete) for the specified SPAHRS agency codes. |
| Requisitions | User can perform updates to recruitment requisitions for the selected SPAHRS agency codes. |
| Additional Permissions (Choose all that apply) | |
| View Confidential Information | Allows user to view applicant information that has been specified as confidential. (i.e., Gender, ethnicity, age group) |
| View Personal Information | Allows user to view information in the applicant's profile including information such as: Name, Address, Barred from Applying, Month/Day of Birth, Phone Number(s), age group, etc. |
| Draft Posting Checkbox Enabled | Allows user to change the 'Draft' setting on a job posting out of draft status. |
| Edit Applicant's Master Profile | Allows user to edit applicant's profile. |
| Create/Edit Ad Hoc Reports (Beta) | Provides Advanced Ad Hoc reporting functionality. <i>Note: All users will have access to the basic Ad Hoc reporting functionality.</i> |
| Can Edit Active Job Postings | Allows user to edit a posting when it is in active status. |
| Recruitment Requisition E-mail Notification | |
| Select whether the user should be notified at every step in the life cycle of the recruitment-hire process OR only when a job posting requisition is created and a specific action is required by the user. | |

| DFA/MMRS Use Only | |
|--------------------------|--|
| Read Only | Restricts user to "Read Only" Capability. Access to be given to MMRS Call Center staff only. |
| System Admin | Allows user to set up and maintain user accounts and add and maintain field and screen configurations. Access to be given to MMRS NEOGOV system administrators only. |

| Authorized SPAHRS Security Contact (all information is required) | |
|---|--|
| Name | Printed or typed name of the authorized SPAHRS security contact. |
| Phone | Work telephone number of the SPAHRS security contact, including area code. |
| Signature | Signature of the SPAHRS security contact. MMRS accepts forms with an electronic signature. |
| Date | Date the form was signed by the SPAHRS security contact if not included in the electronic signature. |

| | |
|--------------------------|---|
| For MMRS Use Only | Completed by MMRS staff to record the date the form is processed. |
|--------------------------|---|

Page 2 of the form should be completed only when space is needed to record additional SPAHRS agency codes that the user needs access to. MMRS will not accept page 2 of the form unless it is received with the corresponding page 1.

| Additional SPAHRS Agency Codes | |
|---------------------------------------|---|
| User's Name | User's name as it appears on page 1 of the form. |
| ACE User ID | User's assigned ACE User ID as it appears on page 1 of the form. |
| Agency Name | User's agency name as it appears on page 1 of the form. |
| SPAHRS Agency Code(s) | Enter additional SPAHRS agency code(s) for which the user is requesting access. |