

# HR Forms

Some HR forms are available to complete using NeoGov eForms.

NeoGov can be accessed using the NeoGov Google Apps link when logged into your MassArt email account or using the [MassArt Single Sign On](#) link and use your MassArt username and password.

The forms currently available are:

- Request for Leave (ex. vacation, sick, personal, and FMLA, COVID-19 leaves)
- Temp Hire Personnel Action Form (replaces the Trust Fund Authorization sheet and Service Requisition Form) - Available for approved positions only
- Search Participation Agreement
- Summer Schedule
- Request Campus Access
- Tuition Remission/Cross-Registration
- W-4 Federal Tax Withholding
- M-4 State Tax Withholding
- Direct Deposit
- 403b Salary Reduction Agreement
- Employee Information Update
- Workplace Accommodation Request

## [NeoGov Onboarding/eForms Activation Guide](#)

[403b Salary Reduction Agreement](#) (available in eForms)

[AFSCME Reallocation Request Form](#)

[Direct Deposit Form](#) (available in eForms)

[Families First Coronavirus Response Act \(FFCRA\) Request Form](#) (available in eForms under Request for Leave)

[Leave Request Form](#) (available in eForms)

[M-4 - Massachusetts tax withholding](#)

[Name/Address Update](#) (available in eForms under Employee Information Update)

[OBRA Application](#)

[State Standard Contract](#)

[State Standard Contract Terms and Conditions](#)

[W-4 - Federal tax withholding](#) (available in eForms)

## **All New Hire Paper work is completed through MassArt's NeoGov Onboarding Platform**

**If you need the payroll forms sent to a new employee please send the new hire's information to:**

### **Patricia Wilson**

617-879-7907

[patricia.wilson@massart.edu](mailto:patricia.wilson@massart.edu)

or

### **Valerie Gilliard**

617-879-7909

[vgilliard@massart.edu](mailto:vgilliard@massart.edu)