



**CERRITOS
COLLEGE**

Human Resources Area Plan FY 2026-2027



Students First Framework: Institutional Health

- **Technology and Software– NeoGov Suite Features**
 - Human Resources and DCTIX

The eForms feature by NeoEd would allow for a more user-friendly compliance tool and HR-based employee forms to maintain consistent, automated messaging to employees and minimal effort required by end-users (new hires and current employees). The currently used Optimum HQ product is not user friendly and requires significant resources to implement the needed workflows to achieve automation for HR. Additionally, the cost of eForms is significantly less than the annual cost for Optimum HQ, which will result in a cost savings in 2027-2028 once HR is able to offboard from Optimum HQ and implement NeoEd. eForms. Export features will allow to comply with EEO data requirements.

Resource Request	Estimated Cost
NeoGov eForms Feature Set-up Fee	\$5,544 (one-time)
NeoGov eForms Feature Annual Fee	\$22,412 (ongoing)
NeoEd Export Feature Set-up Fee	\$6780 (one-time)
NeoEd Export Feature Annual Fee	\$3,161 (ongoing)
NeoEd Onboard	\$17,000 (ongoing)
NeoEd Onboard	\$5,000 (one-time)
Subtotal	\$59,897



Students First Framework: Institutional Health

- **Additional Funding for Legal Fees**

- Human Resource and DCTIX

HR has experienced an increase in employee relations matters that require legal counsel. As such, additional funding for legal costs will allow HR to more accurately stay within its overall budget for the fiscal year.

One-time Budget Augmentation: \$400,000 (one-time)





Students First Framework: Institutional Health

- **Technology and Software— Revver AI Features for Personnel File Entry**
 - Human Resources

Revver AI features will create efficiency for the high volume of filing in human resources.

Ongoing Budget Augmentation: \$3,500 (ongoing)





Students First Framework: Institutional Health

- **Short Term Hourly Support**
 - Human Resources

Based on feedback from campus constituencies, augmented support for full-time HR staff to support front desk coverage allowing staff to work on more complex tasks.

Ongoing Budget Augmentation: \$20,000 (ongoing)





Students First Framework: Institutional Health

Item	Cost
Technology and Software– NeoGov Suite Features	\$59,897 (one-time & ongoing)
Additional Funding for Legal Fees	\$400,000 (one-time)
Technology and Software– Revver AI Features for Personnel File Entry	\$3,500 (ongoing)
Short Term Hourly Support	\$20,000 (ongoing)
Total	\$483,397

