



## HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

1 S. Main, 6<sup>th</sup> Floor  
Mount Clemens, Michigan 48043  
Phone: (586) 469-5280 Fax: (586) 469-6974  
Macombgov.org/HRLR

Karlyn R. Semlow  
Director  
(586) 469-6160

Donna Tuchowski  
Deputy Director  
(586) 469-5873

Brian Jacks  
Service Director  
(586) 469-7248

Denise Krzeminski  
Operations Administrator  
(586) 469-7713

Jennifer Smiley  
Benefits Administrator  
(586) 469-5573

To: County Staff

From: Karlyn R. Semlow, Director  
Human Resources and Labor Relations

Date: January 11, 2023

We are pleased to announce our first Annual Leave/PTO conversion opportunity of 2023 for full time union and non-union eligible employees. If you are interested in this conversion opportunity, the completed request must be submitted via NeoGov's Annual Leave/PTO SPRING 2023 conversion eForm by **February 17, 2023**.

The link to access the eForm can be found by [clicking here](#). Employees who participate in this conversion opportunity will receive their payment on the March 24, 2023 paycheck.

If this will be your first time accessing NeoGov to complete an eForm, please follow the instructions below:

- Log into NeoGov by using your Training username and password.
- At the top left, in the dropdown to the right of "NEOGOV" where you would normally select "Learn", choose "eForms".
- The Annual Leave/PTO SPRING 2023 Conversion eForm will be displayed under "Quick Links"  
Note: \*\*\*Department of Roads employees **must** select the form titled 'ROADS - Annual Leave/PTO SPRING 2023 Conversion eForm'.\*\*\*
- You must complete, sign and submit the request all within NeoGov eForms.
- You will receive an auto-generated confirmation email from NeoGov stating that your form has been submitted.

**Paper and faxed requests cannot be accepted.**

Please allow the system time to generate the confirmation email before reaching out to confirm your form was submitted. There could be a slight delay in the confirmation email being sent, however, you should receive it within an hour of submitting the form.

Sheriff's Office employees who have not yet activated their NeoGov accounts, please reach out to Caroline at [Caroline.Bronkema@macombgov.org](mailto:Caroline.Bronkema@macombgov.org) who will have an activation link sent to you from NeoGov. Please complete that activation step in order to log into NeoGov to complete the eForm.

If you have any questions, please email the Human Resources and Labor Relations Department at [human.resources@macombgov.org](mailto:human.resources@macombgov.org)