# Add Emergency Contacts

## Contents



## Purpose

To provide instructions to new hires and current State of Nebraska Employees on how to add an emergency contact in the Employee Work Center.

The State of Nebraska charges each Agency Human Resource Department to ensure that employees have on file in the Employee Work Center an emergency contact in the event that it is needed.  By adding this information to the Employee Work Center, regardless of the type of emergency, your direct supervisor and or Agency Human Resource Office may contact those person(s) you have identified.

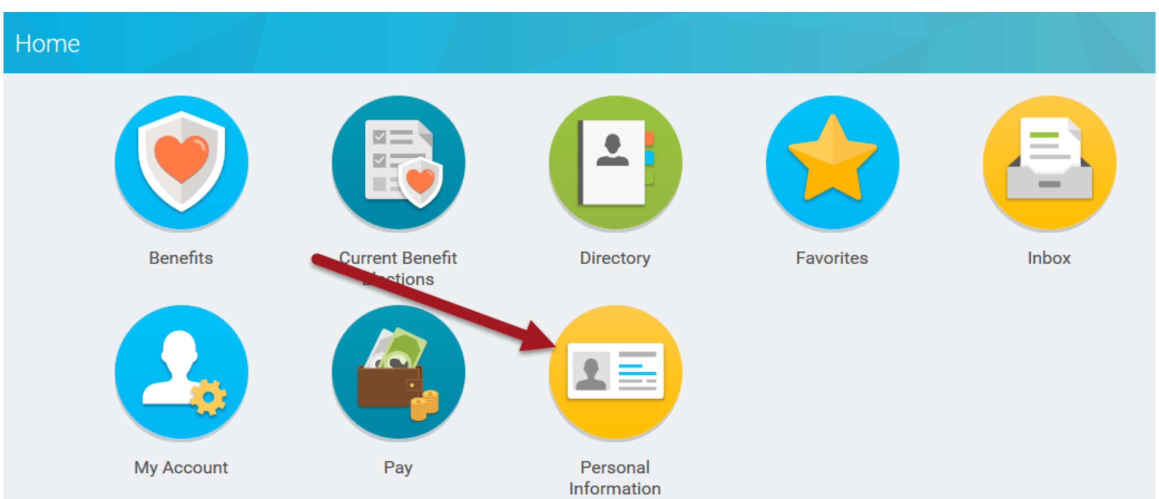
We request at all State Employees have at least one Emergency Contact entry (Name and Phone Number) in the Employee Work Center.

## Log in to the Employee Work Center

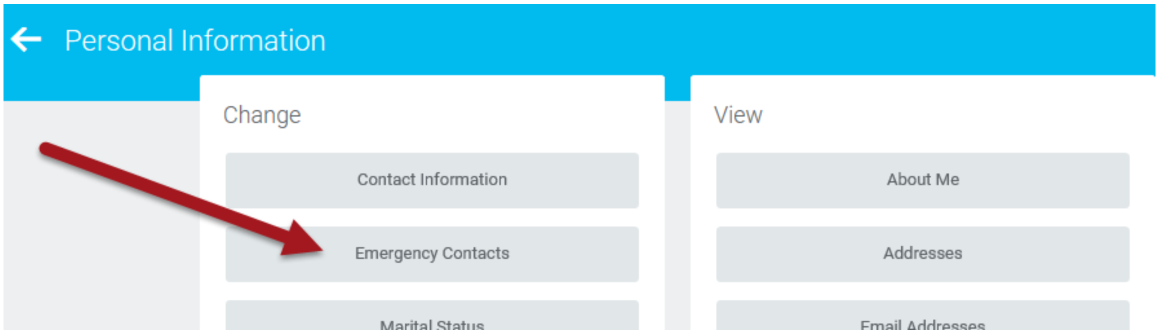
1. Log in to the Employee Work Center, which can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

## Add or Change Emergency Contact Information

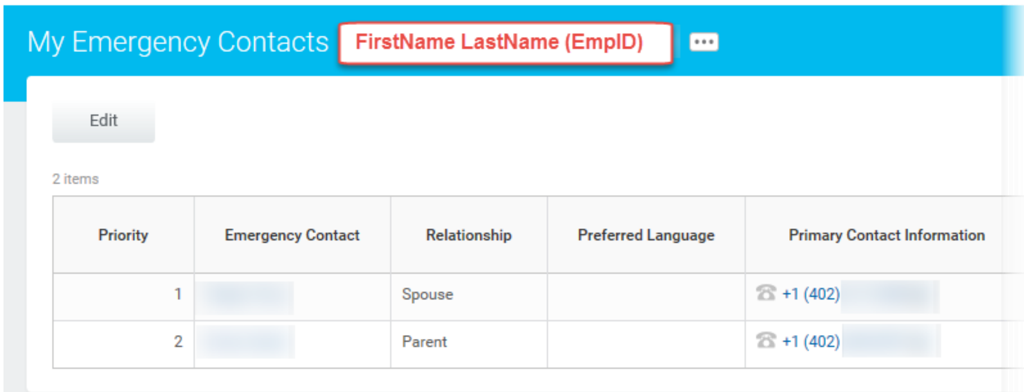
1. On your Home Page, click the Personal Information icon.



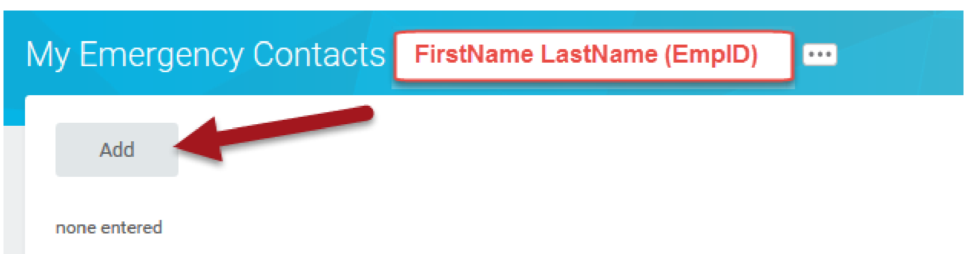
2. Click Emergency Contacts in the Change column (on the left side).




a. If you have Emergency Contacts entered, you will see your list of contacts. Click Edit to make changes.

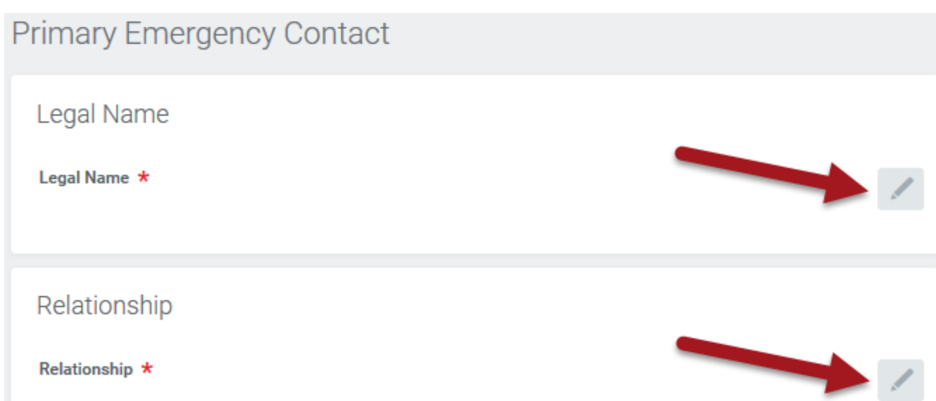



b. If you do not have any Emergency Contacts entered, you will see the following. Click Add to start a new record.

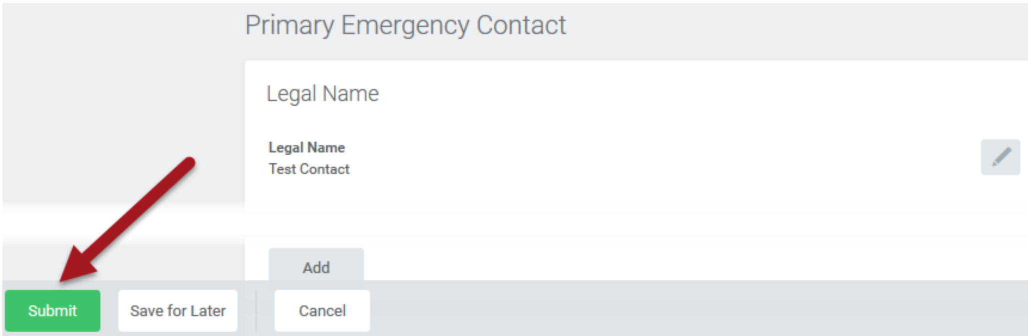



3. If you see your list of Emergency Contacts, and you need to add another one, scroll to the bottom of the list (under Alternate Emergency Contacts), and click Add … this will start a new Emergency Contact.

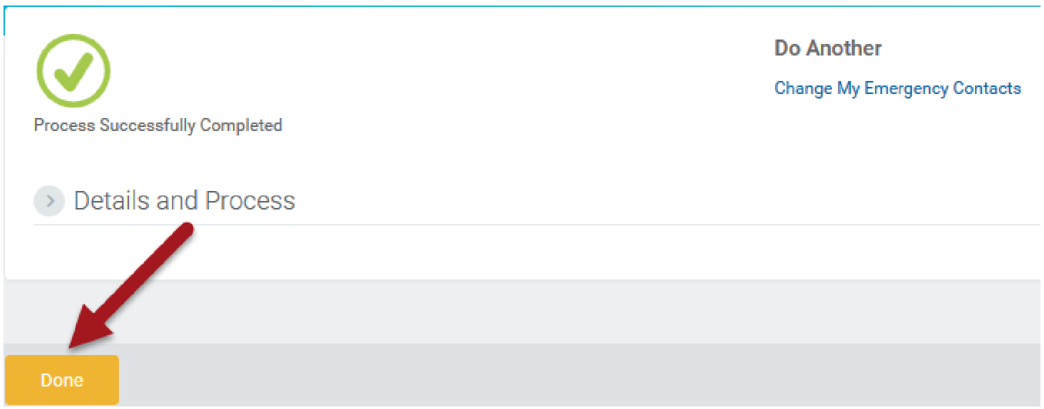
4. Click the pencil icon (Edit) to the right of each required fields to add that information. The minimum required is Legal Name, Relationship, and one method of contact (primary phone number or email address).



5. Verify that all required fields have information, and verify the information in those fields is correct.
6. Click the green submit button at the bottom of the screen.




7. Click Done at the bottom of the screen.




8. Verify that the recently added contact displays in your list.


9. To add another contact or change information for an existing contact, click Edit and repeat the process starting at Step 7.

## LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov
Phone: 402.471.6234