

Add Emergency Contacts

CONTENTS

Purpose	1
Log in to the Employee Work Center	1
Add or Change Emergency Contact Information	1
Link Help Desk Contact Information	3

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.

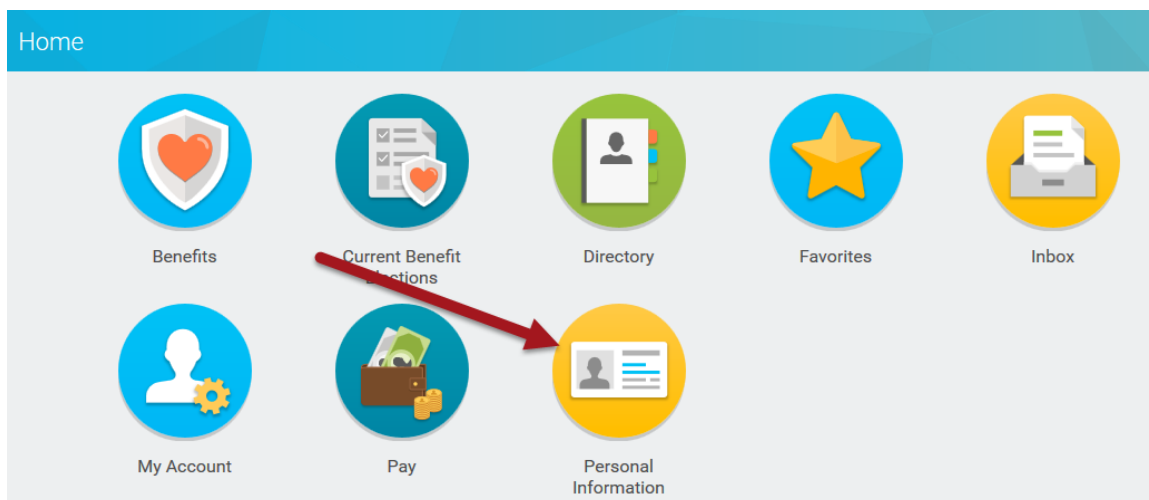
We request at all State Employees have at least one Emergency Contact entry (Name and Phone Number) in the Employee Work Center.

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).

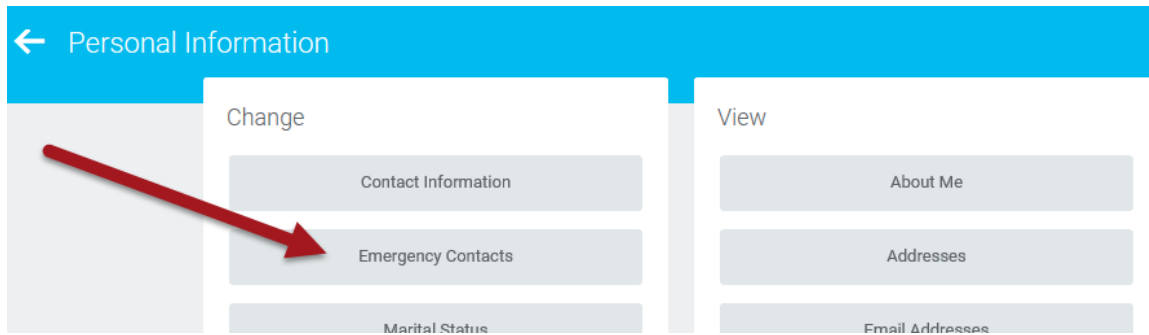
ADD OR CHANGE EMERGENCY CONTACT INFORMATION

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

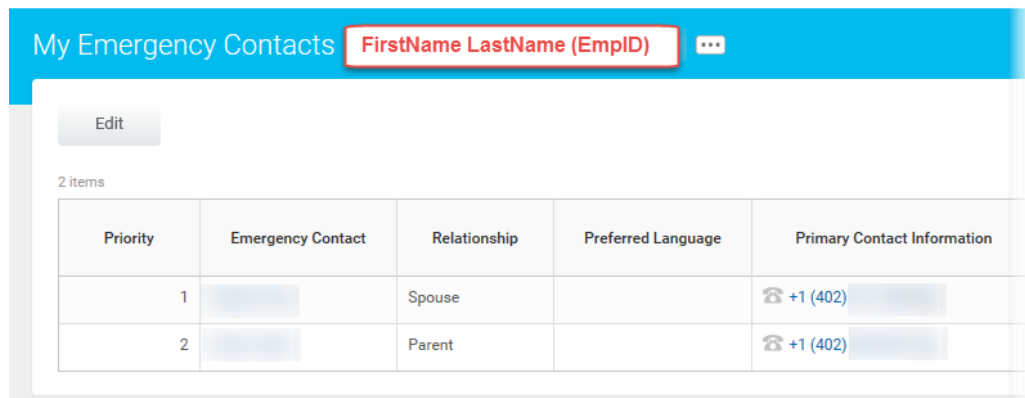


Add Emergency Contacts

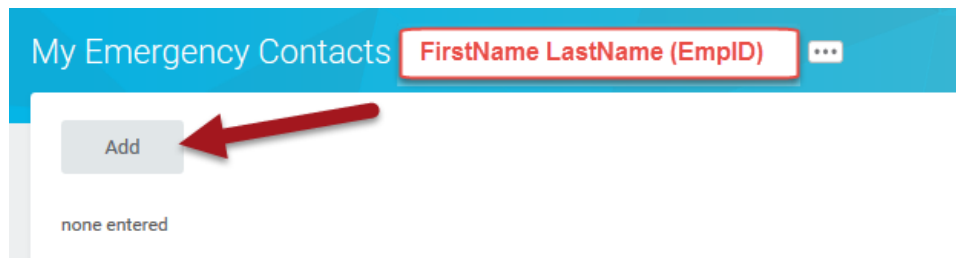
2. Click Emergency Contacts in the Change column (on the left side).



- 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.

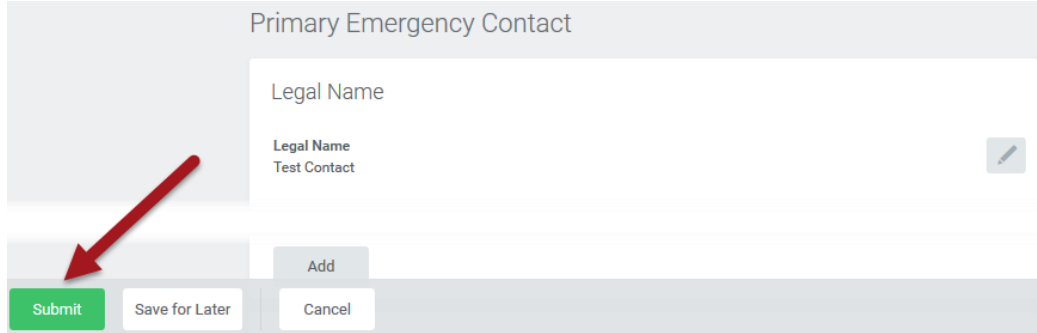


3. If you see your list of Emergency Contacts, and you need to add another one, scroll to the bottom of the list (under Alternate Emergency Contacts), and click Add ... this will start a new Emergency Contact.
4. Click the pencil icon (Edit) to the right of each required fields to add that information. The minimum required is Legal Name, Relationship, and one method of contact (primary phone number or email address).

The screenshot shows the 'Primary Emergency Contact' form. It has two sections: 'Legal Name' and 'Relationship'. Each section has a red asterisk next to the field name. To the right of each field is a pencil icon. Red arrows point to the pencil icons.

Add Emergency Contacts

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.



Primary Emergency Contact

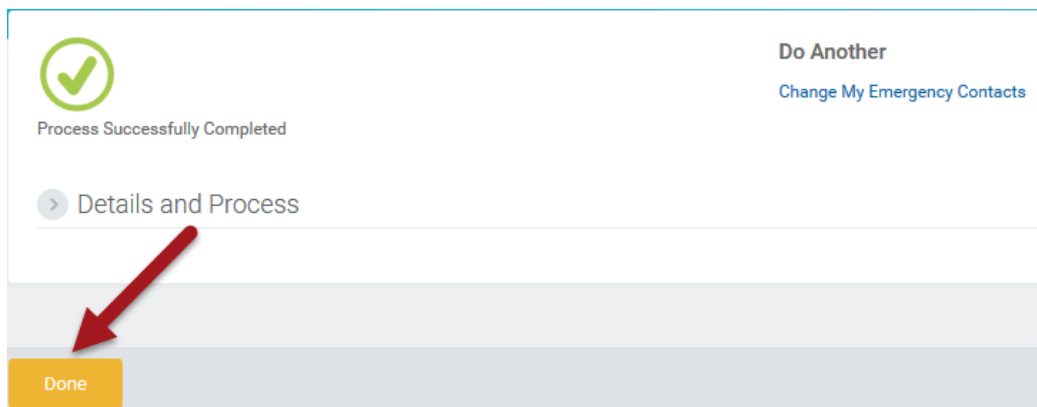
Legal Name

Legal Name
Test Contact

Add

Submit Save for Later Cancel

7. Click Done at the bottom of the screen.



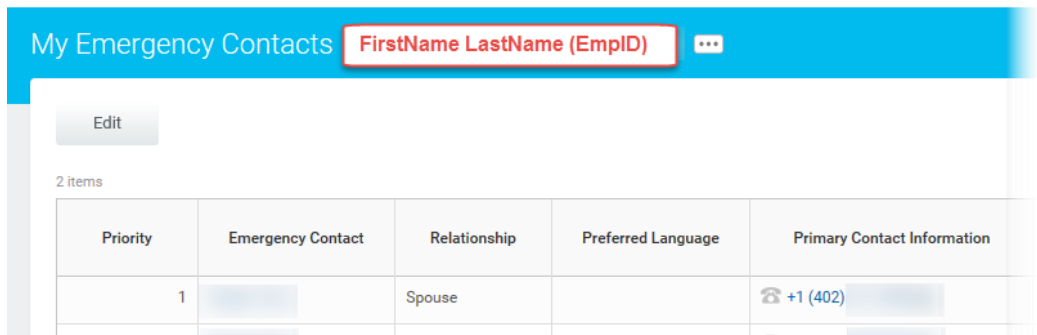
Do Another
[Change My Emergency Contacts](#)

Process Successfully Completed

> Details and Process

Done

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



My Emergency Contacts **FirstName LastName (EmplID)**

Edit

2 items

Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information
1		Spouse		+1 (402) [redacted]

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