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.

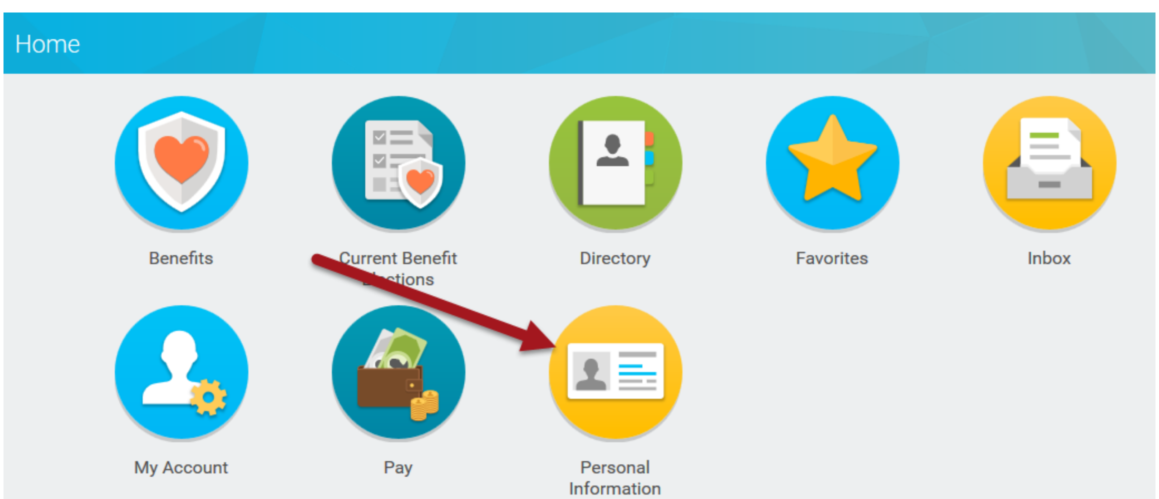
We request at all State Employees have at least one Emergency Contact entry (Name and Phone Number) in the Employee Work Center.

LOG IN TO THE EMPLOYEE WORK CENTER

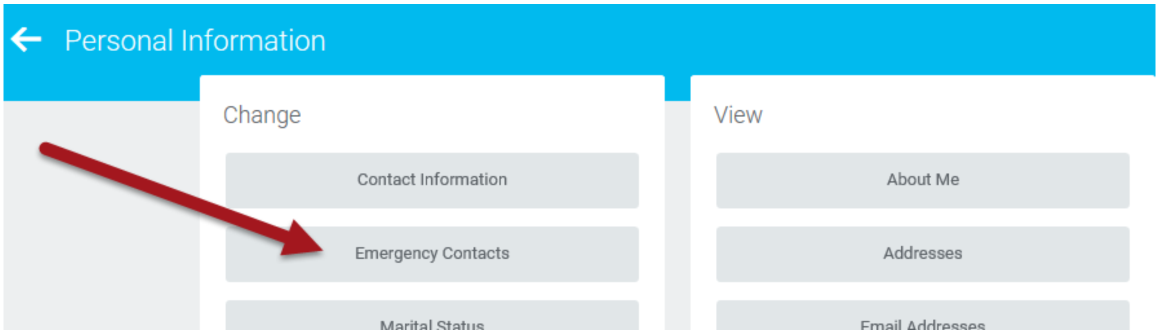
1. Log in to the Employee Work Center, which can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

ADD OR CHANGE EMERGENCY CONTACT INFORMATION

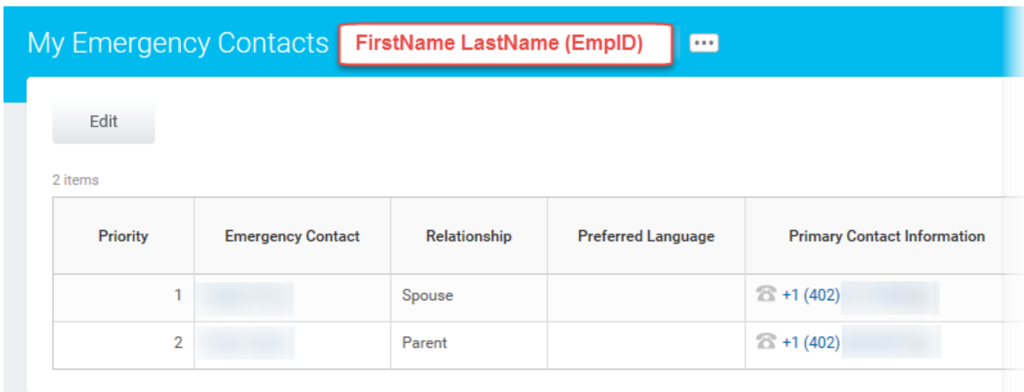
1. On your Home Page, click the Personal Information icon.



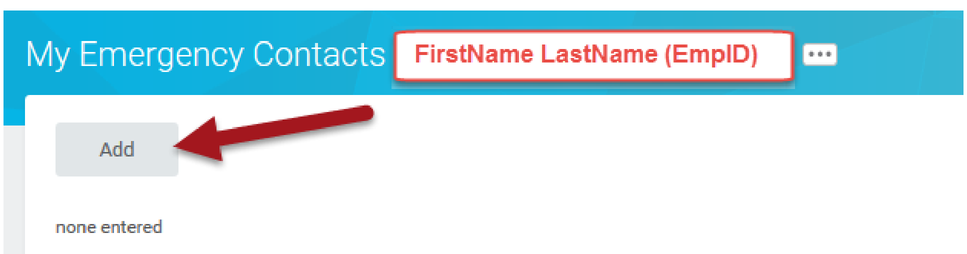
2. Click Emergency Contacts in the Change column (on the left side).



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

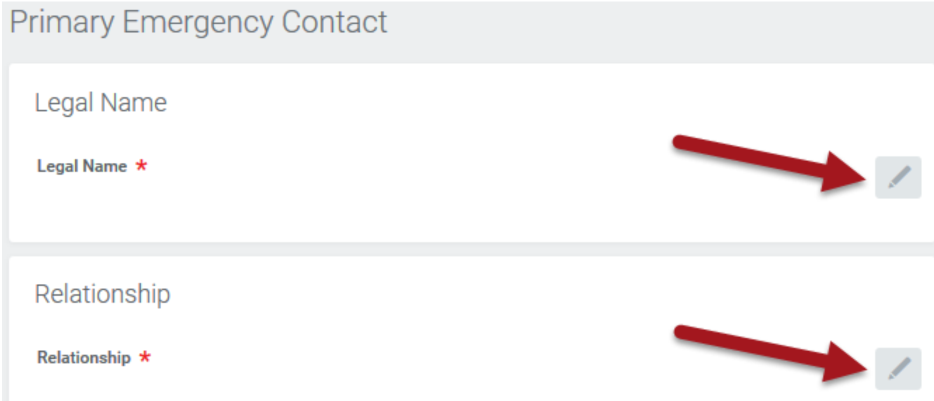


   b. If you do not have any Emergency Contacts entered, you will see the following. Click Add to start a new record.

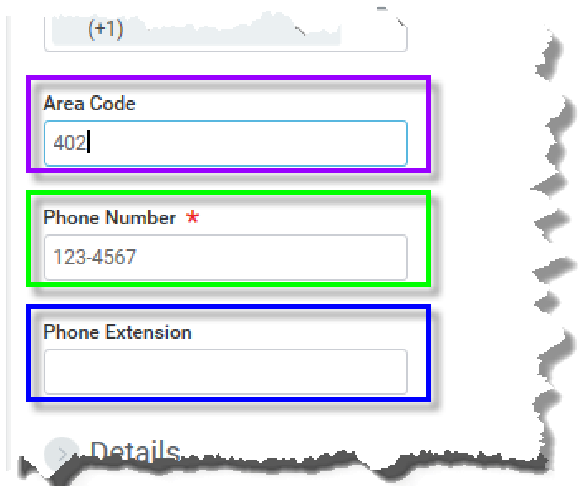


3. If you see your list of Emergency Contacts, and you need to add another one, scroll to the bottom of the list (under Alternate Emergency Contacts), and click Add … this will start a new Emergency Contact.

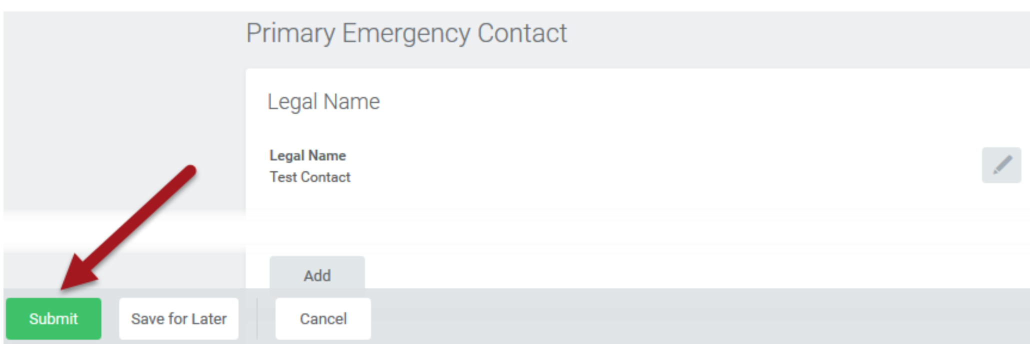
4. Click the pencil icon (Edit) to the right of each required fields to add that information. The minimum required is Legal Name, Relationship, and one method of contact (primary phone number or email address).



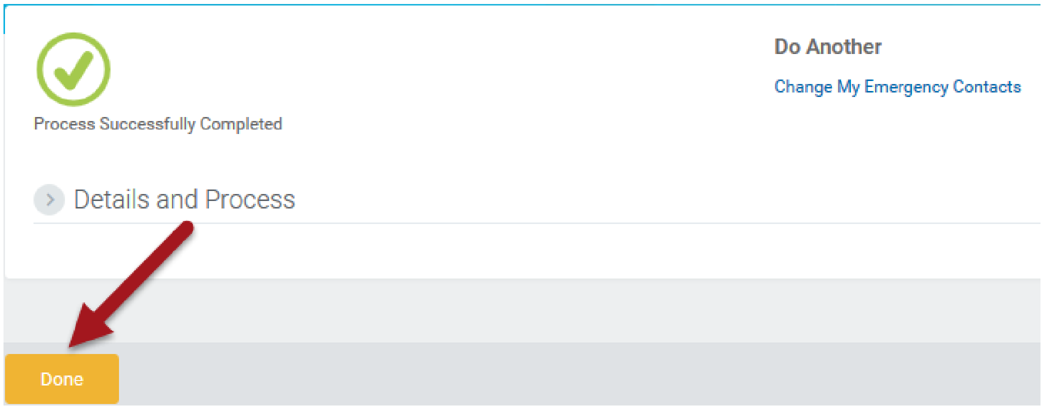
5. **IMPORTANT:** On the Phone Numbers, If you are adding or editing a phone number, be sure to:
    a. **Type the Area Code in the appropriate space (purple rectangle in screenshot below).**
    b. **Type the seven-digit phone number in the appropriate space, using this format – ###-#### – remember to use a dash (green rectangle below).**
    c. **If you have an extension, type it in the Phone Extension space (blue rectangle below).**



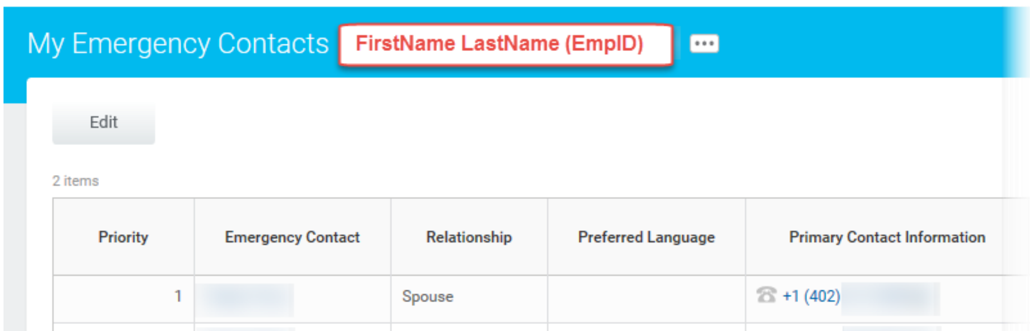
6. Verify that all required fields have information, and that the information in those fields is correct.
7. Click the Submit button at the bottom of the screen.



8. Click Done at the bottom of the screen.



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



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