

# Add Emergency Contacts

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## 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.

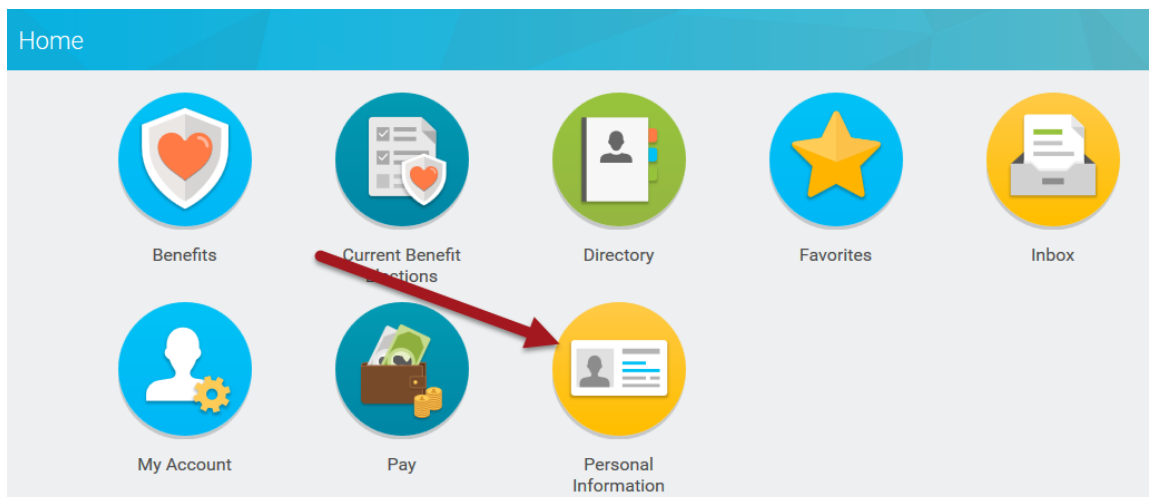
We request at all State Employees have at least one Emergency Contact entry (Name and Phone Number) in the Employee Work Center.

## 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).

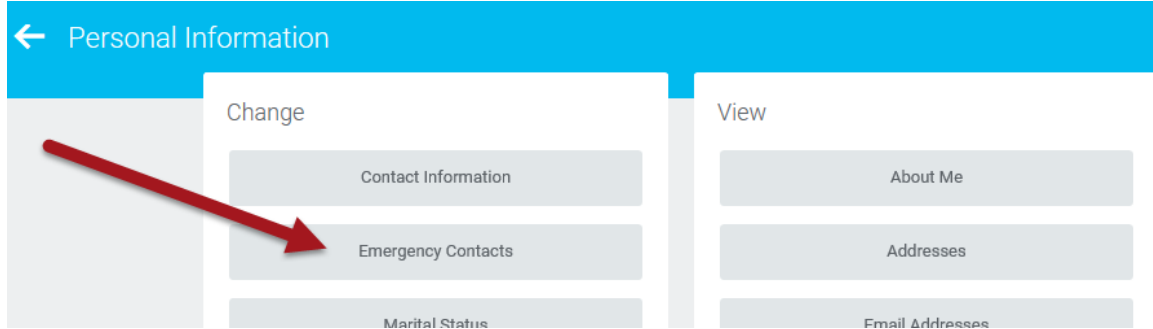
## ADD OR CHANGE EMERGENCY CONTACT INFORMATION

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

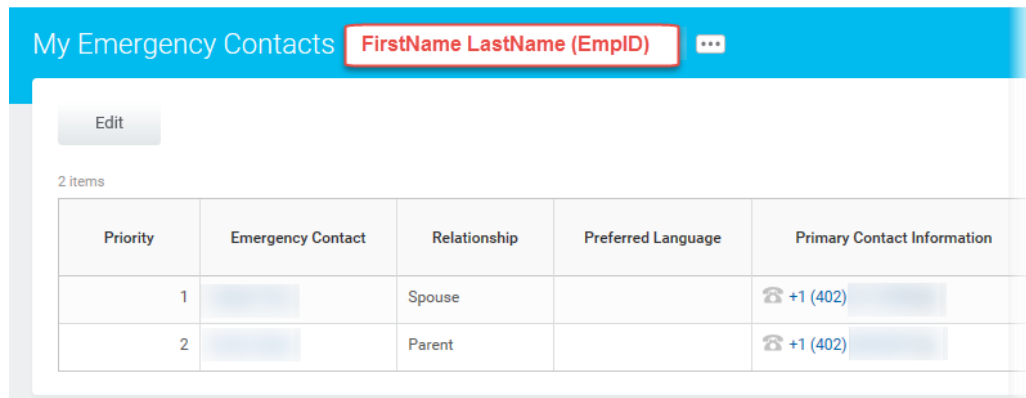


## Add Emergency Contacts

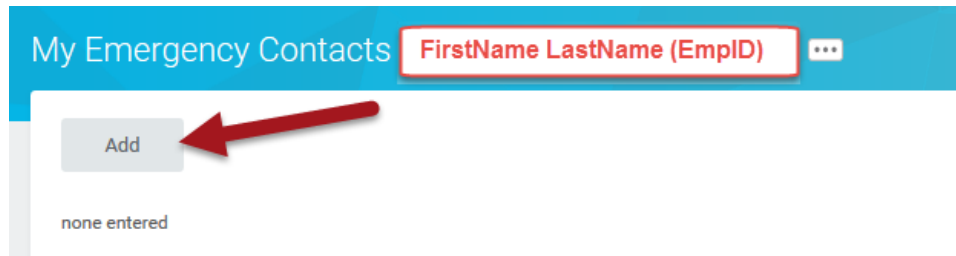
- Click Emergency Contacts in the Change column (on the left side).



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



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



- 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.

## Add Emergency Contacts

- 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).

Primary Emergency Contact

Legal Name

Legal Name \*

Relationship

Relationship \*

The screenshot shows two input fields: 'Legal Name' and 'Relationship'. Each field has a red asterisk indicating it is required. To the right of each field is a small pencil icon for editing. Red arrows point from the text above to these pencil icons.

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

(+1)

Area Code

402

Phone Number \*

123-4567

Phone Extension

Details

The screenshot shows the phone number input section. It includes a dropdown for the country code (+1), three input fields: 'Area Code' (containing '402'), 'Phone Number' (containing '123-4567'), and 'Phone Extension'. The 'Area Code' and 'Phone Number' fields are highlighted with purple and green boxes respectively. A 'Details' link is visible at the bottom.

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

Primary Emergency Contact

Legal Name

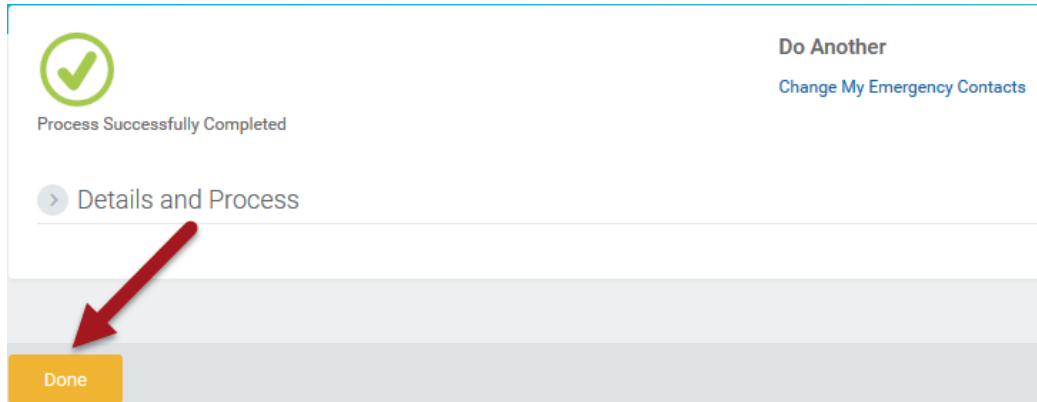
Legal Name  
Test Contact

Submit Save for Later Cancel

The screenshot shows the bottom portion of the form. The 'Legal Name' field now contains 'Test Contact'. At the bottom, there are three buttons: 'Submit' (highlighted with a red arrow), 'Save for Later', and 'Cancel'. There is also an 'Add' button above the 'Submit' button.

## Add Emergency Contacts

- Click Done at the bottom of the screen.



- 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](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234