Change Organization Assignments

Contents

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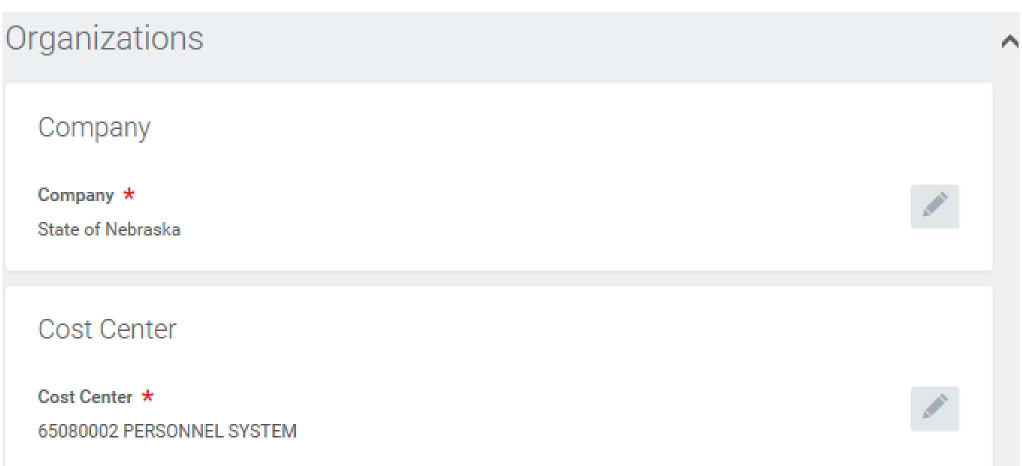
The organization assignments are automatically populated from when the position was created. However, occasionally, they need to be modified or new Organization Assignment information needs to be added. You can Change Organization Assignments on an employee record, on an unfilled position, or on a filled position.

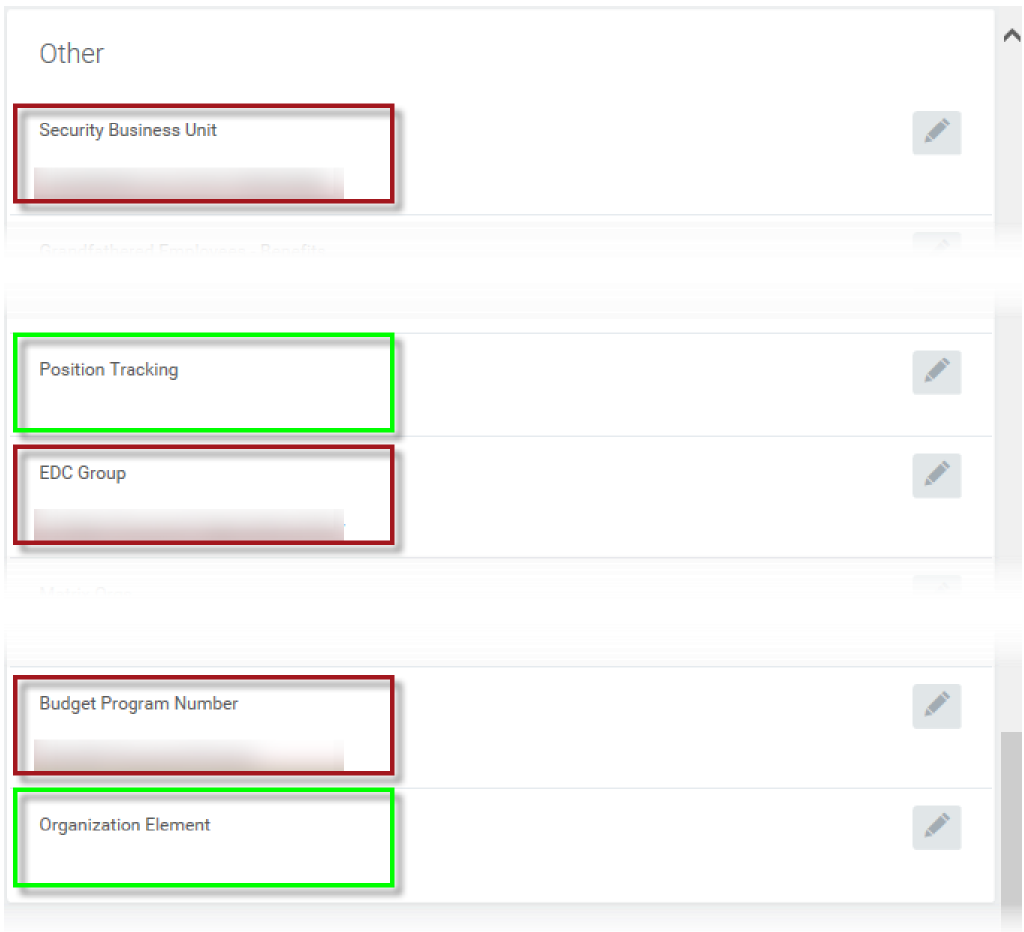
Modify or Add Organization Assignments

On an employee record:

1. Search for and click the employee record.
2. From the related actions icon, go to Organization → Change Organization Assignments.
3. Enter the Effective Date for this change.
4. Click OK.
5. Scroll to and click in the field(s) that need to be changed/added; enter the new data, or change the existing data.
    a. Company (should always be State of Nebraska, and should automatically default in).
    b. Cost Center (Required).



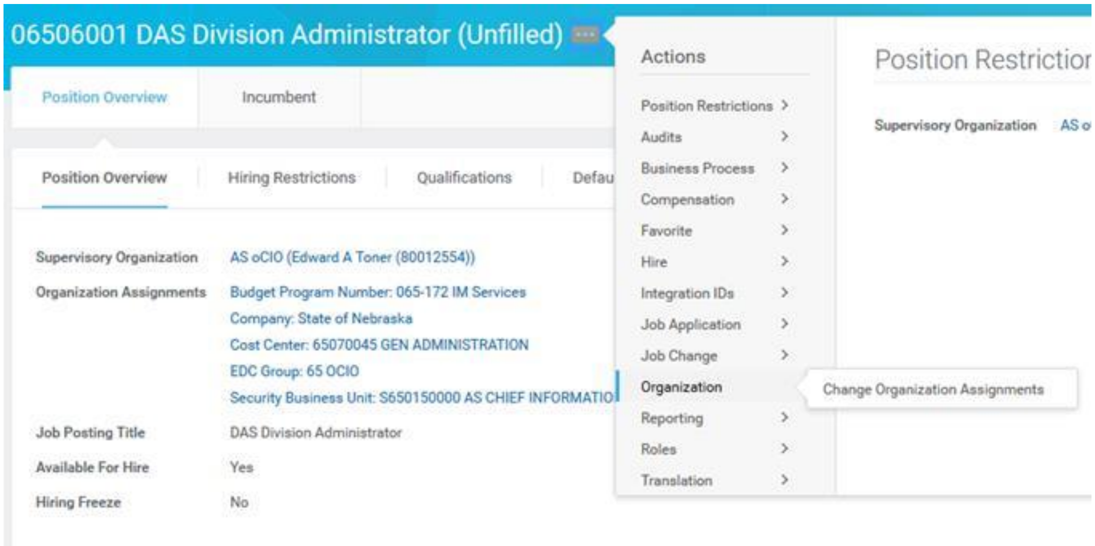
c. Security Business Unit (Required).
d. Position Tracking (if used by your agency).
e. EDC Group (Required).
f. Budget Program Number (Required).
g. Organization Element (if used by your agency).



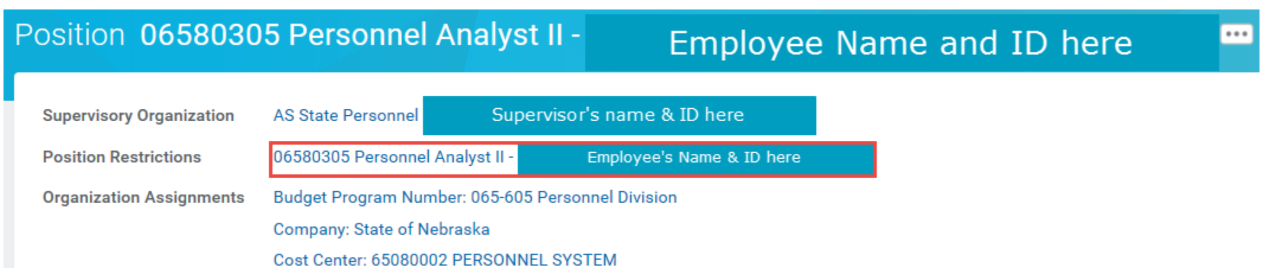
6. Click Submit.

ON A POSITION RECORD:

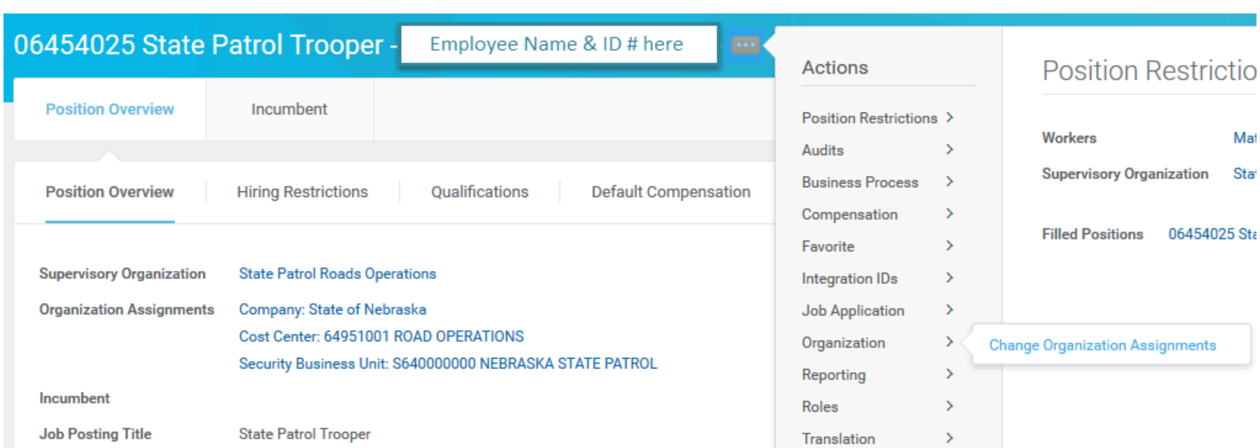
1. Type the position number in the search box and press Enter.
2. You will see different screens and menus for vacant and filled positions.
    a. If the position is currently vacant, you will see "(Unfilled)" following the title. From the related actions icon, go to Organization > Change Organization Assignments.



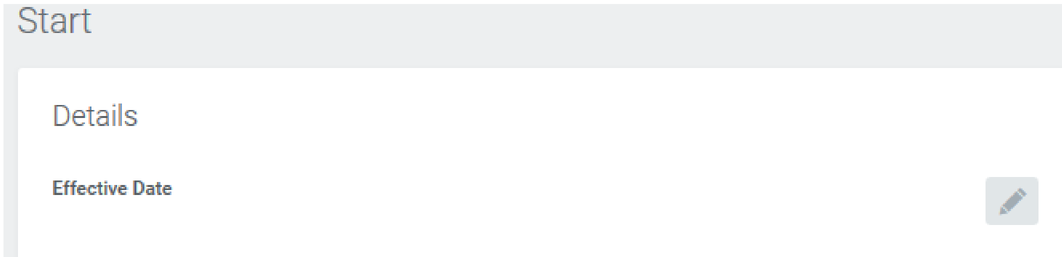
    b. If the position is filled, you will see the employee's name following the position number and title. Click first on the Position Restrictions link (outlined in red below).



    c. On the next screen, click the related actions icon and go to Organization > Change Organization Assignments.



d. Click the pencil icon and enter the effective date for this change.



e. Scroll down through the organizations and click in the fields to change/add as needed. If necessary, change any of the following fields (see screenshots on pages 1 and 2) :
   i. Company (should always be State of Nebraska, and should automatically default in).
   ii. Cost Center (Required).
   iii. Security Business Unit (Required).
   iv. Position Tracking (if used by your agency).
   v. EDC Group (Required).
   vi. Budget Program Number (Required).
   vii. Organization Element (if used by your agency).

f. Click Submit.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234