

# Change Organization Assignments

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## Change Organization Assignments

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.

## 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.
6. Click Submit.

### On a position record:

1. Search for and click on the position number.
2. From the related actions icon, go to Organization > Change Organization Assignments.
3. Enter the Effective Date for the change.
4. Scroll to and click in the field(s) that needs to be changed/added; enter the new data.
5. Click Submit.

The screenshot shows a web-based form for changing organization assignments. It includes fields for 'Effective Date', 'Worker', 'Position', and 'Supervisory Organization'. Below these are sections for 'Organizations' (Company, Cost Center), 'Region', 'Fund', 'Other' (Security Business Unit), 'Classified Employees - Benefits', 'Position Tracking' (EDC Group, Matrix Orgs), and a bottom bar with 'Submit', 'Save for Later', and 'Close' buttons.

## **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

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