

# Close or Freeze Position

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## PURPOSE

This is for an HR Partner to manage positions in their agency. If there is an unfilled position in the agency and you do not wish for it to show up on the Legislative Vacancy report, you can either close or freeze the position. **NOTE:** Once a position is closed, it cannot be re-opened.

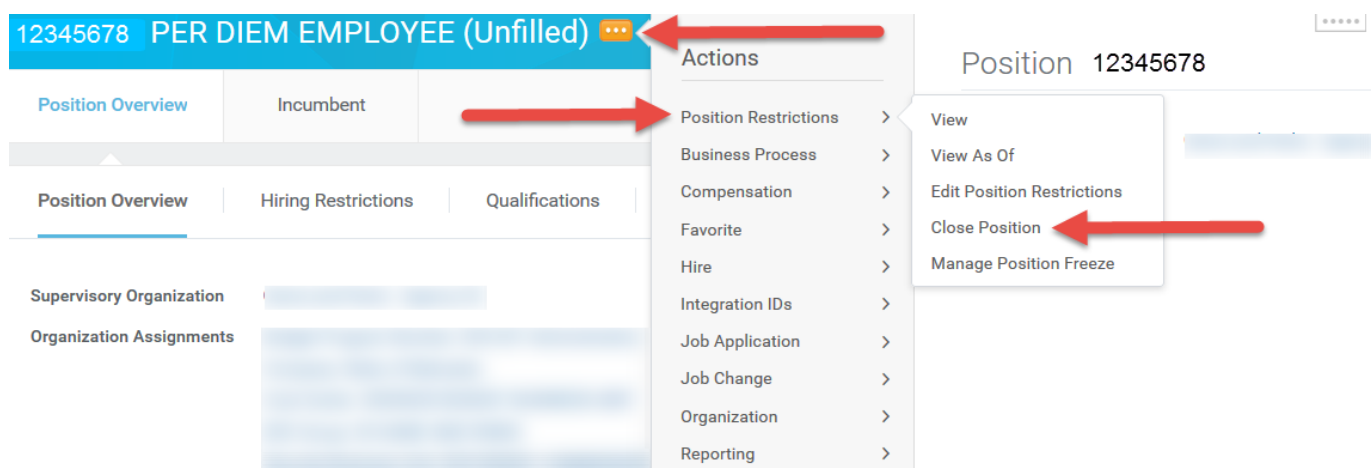
## LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center 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).

## CLOSE OR FREEZE A POSITION

### CLOSE A POSITION

1. Type the position number in the search box and press Enter.
2. Click the Related Actions icon after the position.
3. Select Position Restrictions and then Close Position.



## Close or Freeze Position

4. Choose the Close Reason from the following options:
  - a. Close Position or Headcount > Close Position > Budget Cut.
  - b. Close Position or Headcount > Close Position > No Longer Needed.
  - c. Close Position or Headcount > Close Position > Organization Restructure.

The screenshot shows a form with several fields: Position Group (PER DIEM EMPLOYEE (Unfilled)), Organization, Close Reason, Close Date, Last Updated, Job Posting Title, Additional Info, Available For Hire, and Hiring Freeze. The 'Close Reason' dropdown menu is open, showing three options: 'Close Position or Headcount > Close Position > Budget Cut', 'Close Position or Headcount > Close Position > No Longer Needed', and 'Close Position or Headcount > Close Position > Organization Restructure'. A red arrow points to the search bar at the top of the dropdown menu.

5. Type a date in the Close Date field.

The screenshot shows the 'Close Date' field with a red asterisk indicating it is required. The field contains the placeholder text 'MM / DD / YYYY' and a calendar icon.

6. Click Submit.

### **FREEZE/UNFREEZE A POSITION**

1. Type the position number in the search box and press Enter.
2. Click the Related Actions icon after the position.
3. Select Position Restrictions and then Manage Position Freeze.

The screenshot shows the details for position 12345678, PER DIEM EMPLOYEE (Unfilled). The 'Actions' menu is open, showing options like Position Restrictions, Business Process, Compensation, Favorite, Hire, Integration IDs, Job Application, Job Change, Organization, and Reporting. The 'Position Restrictions' option is selected, and the 'Manage Position Freeze' option is highlighted with a red arrow. The 'View' menu is also open, showing options like View As Of, Edit Position Restrictions, Close Position, and Manage Position Freeze.

## Close or Freeze Position

4. You have two options for Freeze (and two options for Unfreeze) for the **Freeze/Unfreeze Reason** ... choose your option, and then click the reason from the following options:
  - a. Freeze
    - i. Freeze Position, Headcount, or Job Group > **Freeze** > **Budget Freeze**.
    - ii. Freeze Position, Headcount, or Job Group > **Freeze** > **Hold for Organization Structure Review**.
  - b. Unfreeze
    - i. Freeze Position, Headcount, or Job Group > **Unfreeze** > Freeze Position, Headcount, or Job Group > **Unfreeze** > **Budget Unfrozen**.
    - ii. Freeze Position, Headcount, or Job Group > **Unfreeze** > Freeze Position, Headcount, or Job Group > **Unfreeze** > **Organization Structure Review Complete**.
5. Type a date in the Close Date field

Freeze/Unfreeze Date \*  

6. Click the box for **Frozen** (or, if unfreezing a position, uncheck).

Frozen

7. 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

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234