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/](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.
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.

5. Type a date in the Close Date field.

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.
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 > Budget Unfrozen.
      ii. Freeze Position, Headcount, or Job Group > Unfreeze > Freeze Position, Headcount, or Job Group > Organization Structure Review Complete.

5. Type a date in the Close Date field

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

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
Phone: 402.471.6234