

Edit Personal Contact Information

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PURPOSE

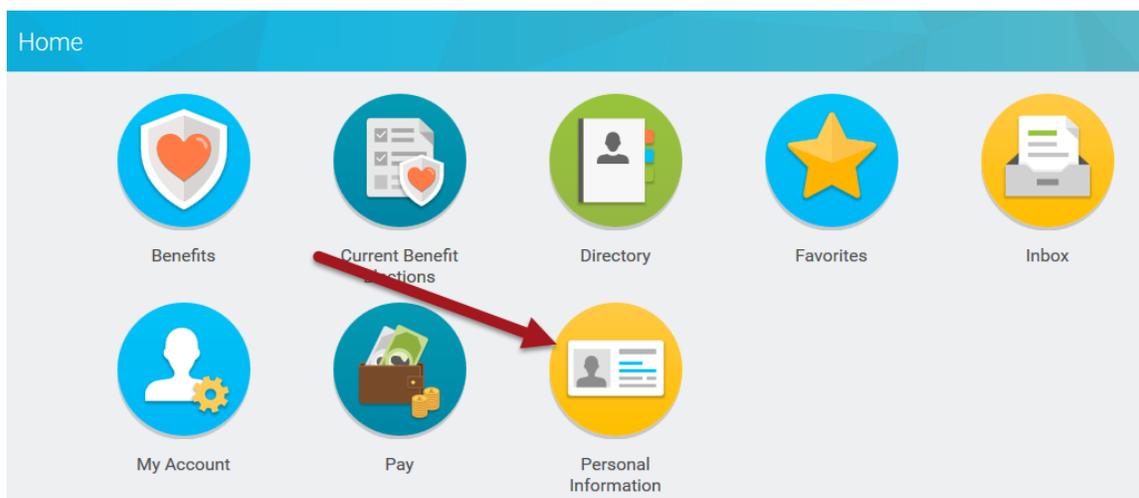
This is for employees to modify personal contact information, e.g., their home address or their personal phone number.

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).

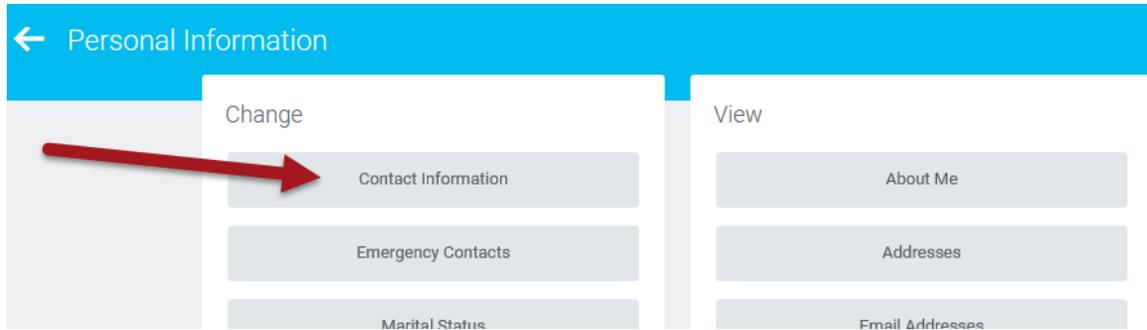
ADD OR CHANGE PERSONAL CONTACT INFORMATION

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

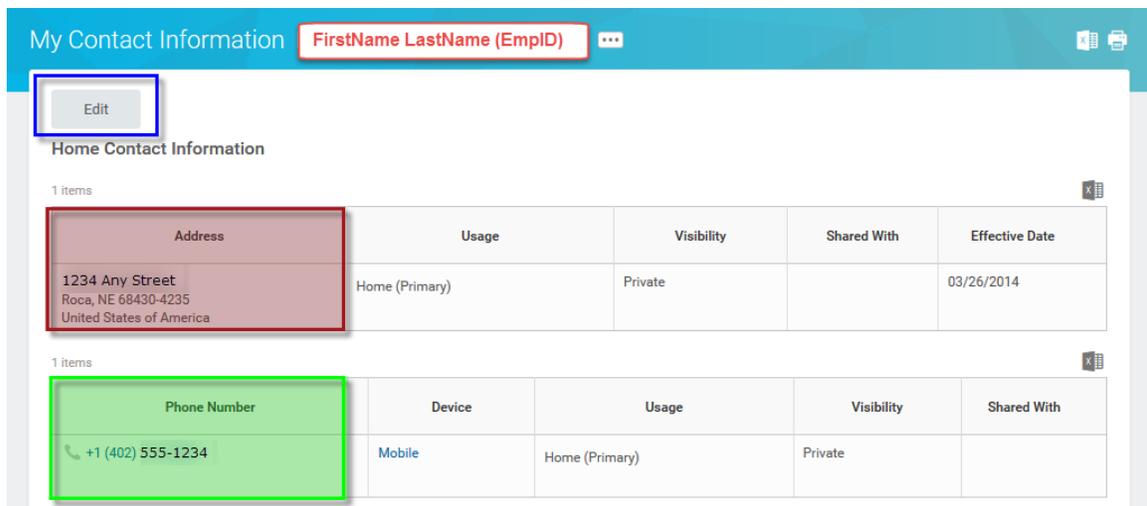


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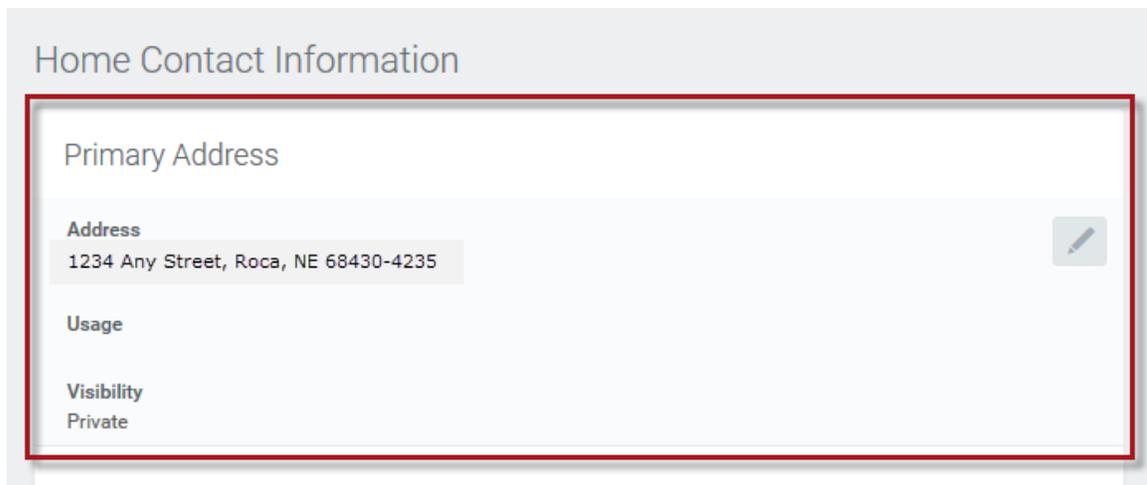
- Click Contact Information in the Change column (on the left side).



- On the next screen, verify that your personal contact information is correct, including:
 - Your home address (the red rectangle).
 - Your personal phone number (the green rectangle).



- If you need to change anything, click Edit (towards the top of the page, underneath "My Contact Information" (see blue rectangle in screenshot above)).
- For any section you need to change, you can either click the pencil icon to the right of the section, or hover over the section (you will see a light gray shading when you hover) and then click that section.



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- On the next screen, change the Effective Date, if necessary.

The screenshot shows a form titled "Home Contact Information" with a sub-section "Primary Address". The "Address" field contains "1234 Any Street, Roca, NE 68430-4235". The "Effective Date" field is highlighted with a red box and contains "12 / 01 / 2015". Below it is a "Country" field with a red asterisk.

- Highlight information that needs to be changed and type the correct information (see Address Line 1 below).

The screenshot shows the "Home Contact Information" form with the "Address Line 1" field highlighted with a blue box. The text "1234 Any Street" is entered in the field. The "Address Line 2" field is empty.

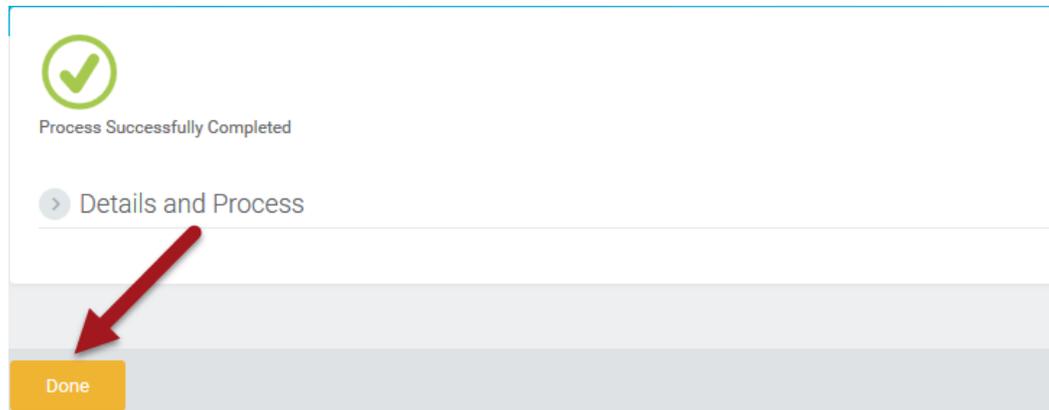
Note: If you need to change other information, click anywhere else on the page to “exit” from the current selection.

- Verify that the information you added or changed is correct.
- Click the green Submit button.

The screenshot shows the "Change Contact Information" form. The header bar is teal and contains the text "Change Contact Information" and "FirstName LastName (EmpID)". Below the header, there is a warning message: "When you change/update your Contact Address as an Employee it DOES NOT update your Dependent(s) Contact Address. Please update your Dependent(s) contact address if it has changed also." The "Home Contact Information" section is visible, showing the "Primary Address" field with the address "1234 Any Street, Roca, NE 68430-4235". At the bottom, the "Submit" button is highlighted with a red circle, along with "Save for Later" and "Cancel" buttons.

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8. Click Done.



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