Manage Probation Periods

CONTENTS

PURPOSE

This document provides instruction for adding the probation period during the hire event and at any time outside of the hire event.

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).

ADD PROBATION DURING HIRE EVENT

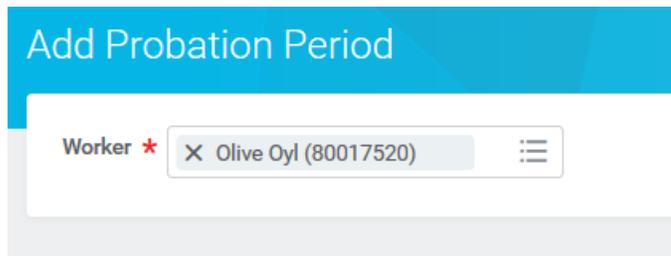1. Click Add Probation Period.

2. Type the worker's name in the Worker field.

3. Click OK.

4. On the Add Probation Period screen, fill in the following fields:

   a. Start Date (Defaults to Hire Date).

   b. End Date (Usually six months from Hire Date).

   c. Type (Original Probation).

   d. Reason (New Hire/Rehire).

   e. You can add comments about the probation period in the Note field, if desired. However, be careful what you enter … this becomes permanent and is visible to others.

5. Click Submit

6. You should see a message that the process has successfully completed.

7. Return to your Inbox.

8. Find and click the To Do: Add Probation Period item in your inbox.

Complete To Do **Add Probation Period** ⋯

12 minute(s) ago - Due 09/13/2016; Effective 09/12/2016

For	04600005 Administrative Assistant I
Overall Process	Hire: Olive Oyl (80017520)
Overall Status	Successfully Completed
Calendars In Use	Consecutive Days (No Calendars Selected)
Instructions	Enter original probation period via Job Change > Manage Probation Periods

Add Probation Period

enter your comment

9. Click Submit to move the process to the next step.

MANAGE PROBATION PERIODS AFTER HIRE

1. Search for and select the employee record.

2. From the related actions icon off the employee name, go to Job Change > Manage Probation Periods.

Actions

Worker

Benefits	>
Business Process	>
Calendar	>
Compensation	>
Job Change	>	Transfer, Promote or Change Job
Manage Work	>	Change Business Title
Organization	>	Change Location
Payment	>	Add Contract
Payroll	>	Add Job
Payroll Interface	>	
Personal Data	>	Terminate Employee
Talent	>	Manage Probation Periods

View Team
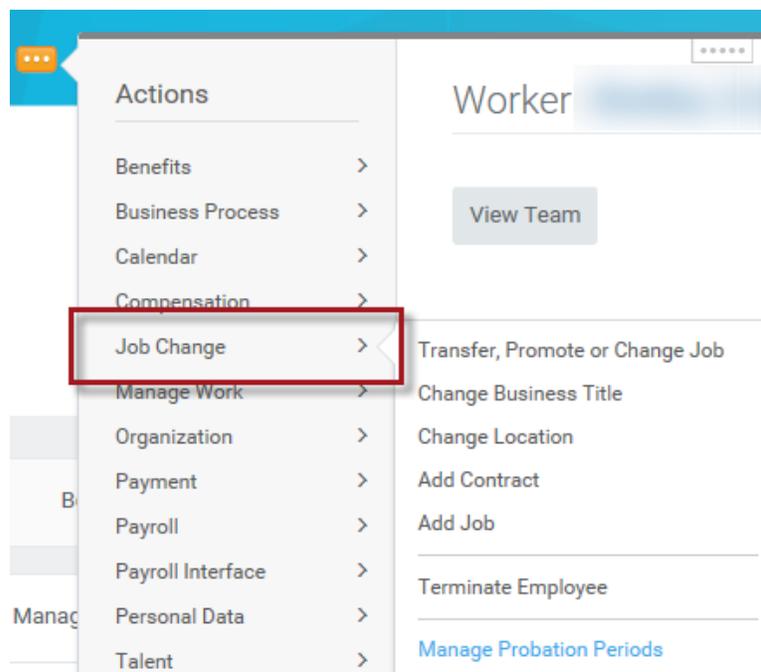
3. Click Add to add a new probation period or click Edit to change the End Date of a current probation period. An employee cannot be on more than one probation period at a time.

4. When adding a new probation period, fill in the Start Date, End Date, Type and Reason fields (see screenshot on page two). You can add notes about the probation period. However, be careful what you enter … this becomes permanent and is visible to others.

5. Click Submit, then click Done. You will be taken back to Employee Probation Periods screen. The Position at Probation Start field is defaulted in.

REPORTING

A report called "Probation Periods" has been created to pull information about employees on probation. You can run it by Effective Date, Entry Date, or Effective As of Date (none of which are required). You must fill in the name of the organization (e.g., your agency name or number). Be sure to select the supervisory organization type in order to get staffing information.

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