NEBRASKA
Administrative Services
State Personnel Division

Initiate Administrative Correction

People • Service • Business

LINK

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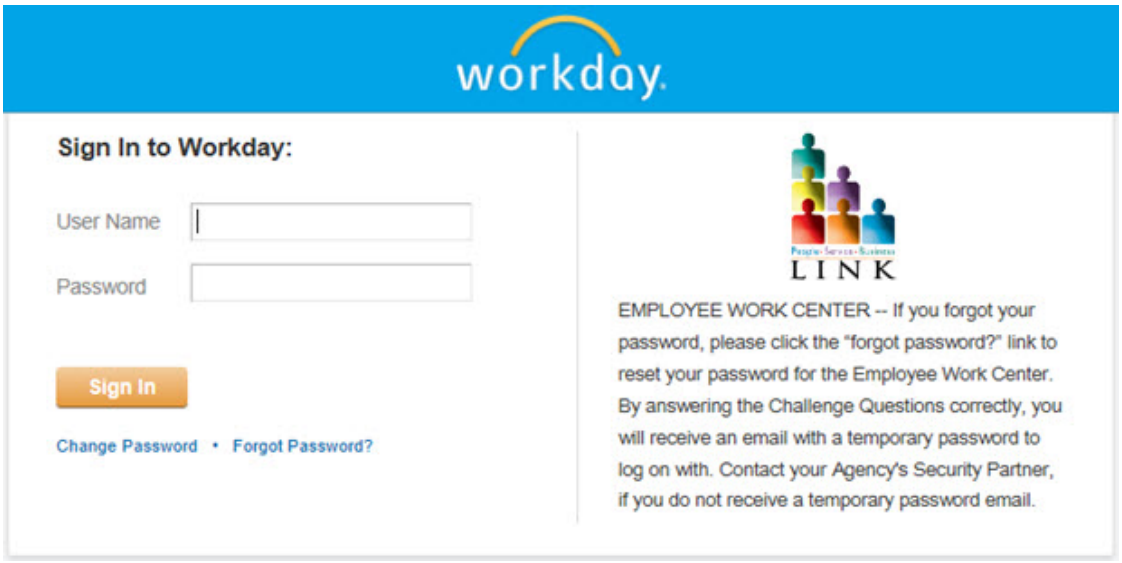
Log in to the Employee Work Center

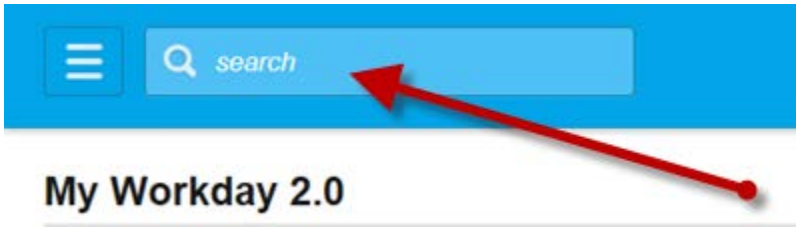
1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



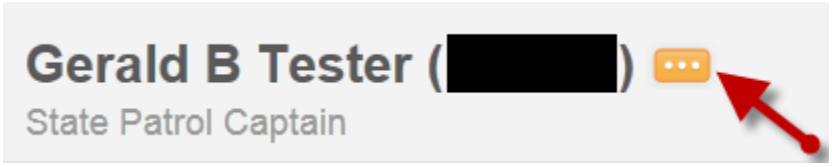
Initiate Administrative Correction

If you need to revise or change an employee's benefit event, or initiate an enrollment event for an employee because he/she does not have access, you will use the Administrative Correction event.

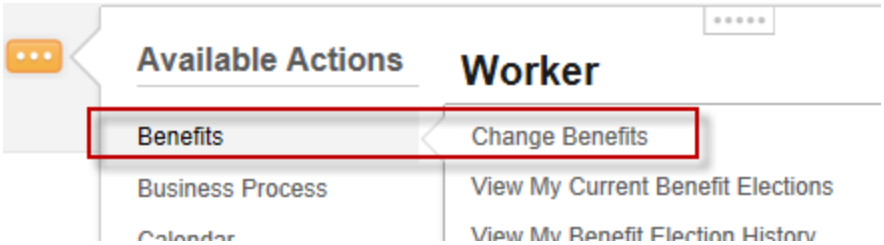
1. In the **Search** box, type the name or Employee ID of the person for whom you will trigger a life event.
2. Click the employee's name.



3. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.



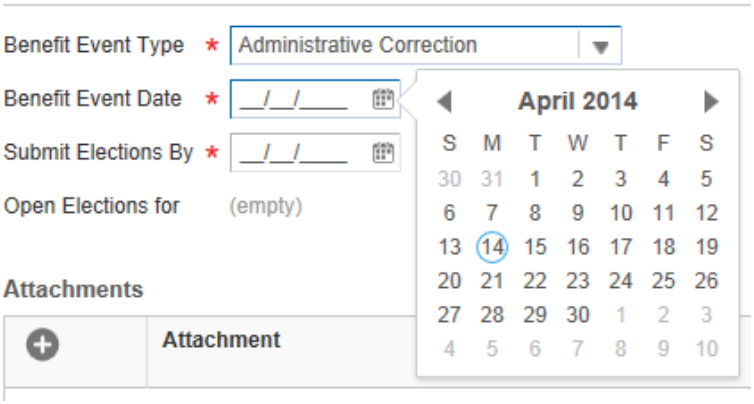
4. Hover over **Benefits** and click **Change Benefits**.



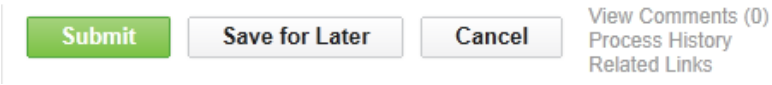
5. Click the drop down arrow for **Benefit Event Type**, and select **Administrative Correction**.
6. In the **Benefit Event Date** field, enter the date (see screenshot above).

NOTE: WHEN ADDING INSURANCE(S) FOR EMPLOYEES, ALWAYS USE THE EVENT DATE WHEN THE INSURANCE IS TO BE EFFECTIVE. THE BENEFITS ARE TO START MAY 1, SO YOU WILL USE MAY 1 FOR THE EVENT DATE.

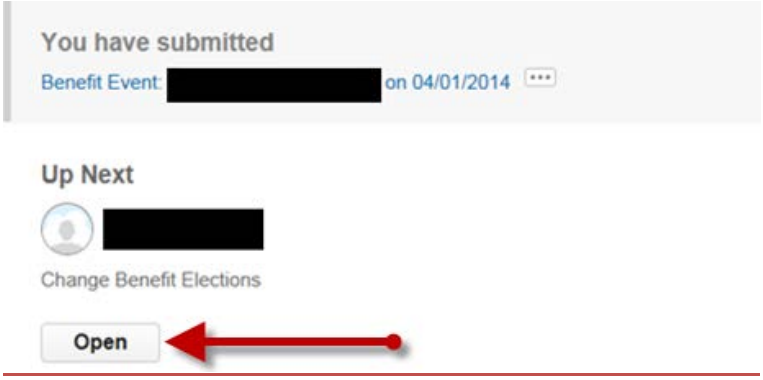
NOTE: FOR INSURANCE COVERAGE THAT WILL BE STOPPED, USE THE FIRST OF THE MONTH FOLLOWING THE DATE YOU WANT THE INSURANCE TO END (EXAMPLE: IF YOU WANT THE COVERAGE TO END APRIL 30, THE EVENT DATE WILL BE MAY 1.



7. In the **Submit Elections By** date field, DO NOT enter a date … the date will automatically populate with the last day the employee can open the event (see screenshot above).
8. Click **Submit**.



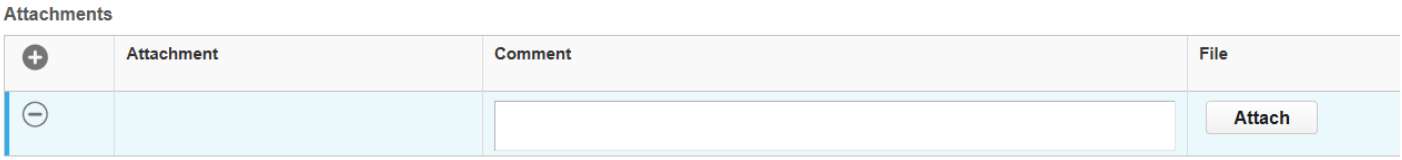
9. Once you submit the event, the following window will open for the HR partner. Click **Open**.



NOTE: THE BENEFITS PARTNER MUST KNOW WHY AN ADMINISTRATIVE CORRECTION HAS BEEN SUBMITTED PRIOR TO APPROVING THE EVENT.

10. Click the **Attach** button and locate the saved document(s). Once located, click the attach button and the document will be saved into the event.

    NOTE: HR CAN MAKE COMMENTS IN THE COMMENT SECTIONS AFTER THE DOCUMENT HAS BEEN UPLOADED TO THE EVENT.



11. Click **Submit**.
12. Click **I Agree** at the bottom of the Electronic Signature page.
13. Click **Submit** to submit your enrollment elections for the newly permanent employee, or:
    a. **Save for Later** – Save the process and submit it at a later time.
    b. **Go Back** – Go back to the previous pages in the event.
    c. **Cancel** – Cancel everything. The event will go back to the employee's inbox with no changes saved.

Additional Steps

1. The submitted event will be sent to the Benefits Partner to review and approve.

   NOTE: IF THE BENEFITS PARTNER DOES NOT HAVE ALL THE CORRECT DOCUMENTATION, OR THE DATES OF THE PROCESS ARE INCORRECT, THE BENEFITS PARTNER WILL SEND THE PROCESS BACK TO THE HR PARTNER. IF THIS HAPPENS, THE HR PARTNER WILL MAKE THE NECESSARY CHANGES AND ADD ATTACHMENTS. ON THE LAST PAGE OF THE EVENT, THE EMPLOYEE WILL CLICK THE SEND BACK BUTTON AND SEND THE PROCESS PAGE TO THE NAME ON THE TOP OF THE LIST THAT OPENS.

2. The Benefits Partner approves the event.
3. The event is sent to the HR Partner to make sure no deductions will need to be adjusted. The HR Partner finalizes the event and the benefits will update accordingly for the employee.

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

URL: https://ciohelpdesk.nebraska.gov/User/
Email: as.linkhelp@nebraska.gov
Phone: 402.471.6234