

Edit Position Restrictions

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PURPOSE

HR Partners can change information on positions, including adding/modifying any of the following: Job Posting Title, Earliest Hire Date, Job Family, Job Profile, Location, Time Type, Worker Type, Worker Sub-Type. Organization Assignments, and Default Compensation.

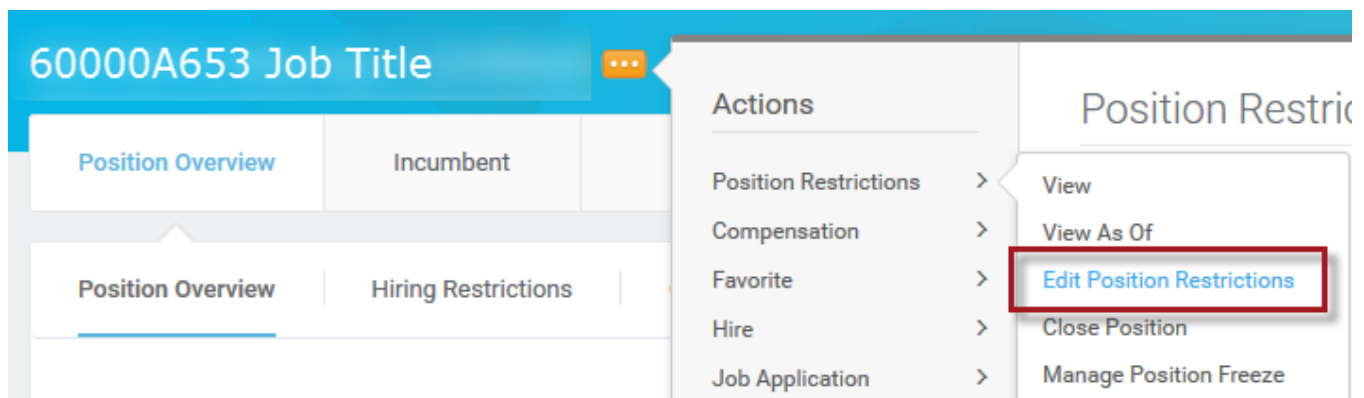
The reasons for these changes include: Change Default Compensation, Change Location, Change Org Assignments, Correct Job Title or Business Title, Increase Restrictions, Part-time to Full-time/Full-time to Part-time, Reclassification, Temporary Position change from <6 months to >6 months, Temporary to Perm Employee or vice versa.

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).

EDIT POSITION RESTRICTIONS

1. Type the position number in the search box and press Enter.
2. From the related actions icon, go to Position Restrictions > Edit Position Restrictions.



Edit Position Restrictions

3. Click the prompt icon in the Position Change Reason field and select the appropriate reason.

The screenshot shows the 'Position Change Reason' field with a dropdown menu open. The dropdown menu is titled 'Edit Position' and contains several options, each with a radio button. A red box highlights the prompt icon (three horizontal lines) in the top right corner of the dropdown menu. The options listed are:

- Edit Position > Change Default Compensation
- Edit Position > Change Location
- Edit Position > Change Org Assignments
- Edit Position > Correct Job Title or Business Title
- Edit Position > Increase Restrictions
- Edit Position > Part-time to Full-time/Full-time to

4. If necessary, change the Job Posting Title.
5. Scroll down the page to the Hiring Restrictions tab.

The screenshot shows the 'Hiring Restrictions' tab selected in the job posting form. The tab is highlighted with a red box. Below the tab, there are three fields:

- Availability Date** (marked with a red asterisk): 01 / 01 / 1900
- Earliest Hire Date** (marked with a red asterisk): 02 / 18 / 2014
- No Job Restrictions**:

6. Add the appropriate information into the following fields. Click the prompt icon in the field and select the appropriate information. Or, type part or all of the text, press Enter, and click the correct value (see screenshot on next page). NOTE: DO NOT check the "No Job Restrictions" box.
 - a. Job Family.
 - b. Job Profile (job code - job title).
 - c. Location.
 - d. Time Type (*required field).
 - e. Worker Type (*required field).
 - f. Worker Sub-type.

Edit Position Restrictions

Hiring Restrictions	Qualifications	History
Availability Date	*	01 / 01 / 1900
Earliest Hire Date	*	02 / 18 / 2014
No Job Restrictions		<input type="checkbox"/>
Job Family		<input checked="" type="checkbox"/> Administrative Professional Bargaining Unit a.
Job Profiles for Job Family		A86530 - FORMS MANAGEMENT ANALYST A82330 - SAFETY COORDINATOR A82310 - SAFETY SPECIALIST A76410 - COMPLIANCE SPECIALIST A74210 - Dhhs Policy/Regulation Coord (inactiv More (158)
Job Profile		<input checked="" type="checkbox"/> A31112 - ATTORNEY II b.
Job Description Summary		
Job Description		
Location		<input checked="" type="checkbox"/> Terminal Building - Lincoln c.
Time Type		<input checked="" type="checkbox"/> Full time d.
Worker Type		<input checked="" type="checkbox"/> Employee e.
Worker Sub-Type		<input checked="" type="checkbox"/> Regular f.

7. Click Submit.

Edit Position Restrictions

CHANGE ORGANIZATION ASSIGNMENTS

1. Click Open.

You have submitted Edit Position Restrictions: Attorney li

Up Next

HR Partner name

Change Organization Assignments

Open

Details and Process

2. If necessary, change any of the following fields:

- a. Cost Center.

Cost Center

Cost Center *
22060000 LEGAL DIV



- b. Security Business Unit (see screenshot on next page for list of b, c, d, e, and f).
- c. Position Tracking (if used).
- d. EDC Group.
- e. Budget Program Number.
- f. Organization Element (if used).

Other

<input type="text" value="Security Business Unit"/>	b.	
<input type="text" value="Grandfathered Employees - Benefits"/>		
<input type="text" value="Business Unit"/>		
<input type="text" value="Position Tracking"/>	c.	
<input type="text" value="EDC Group"/>	d.	
<input type="text" value="Matrix Orgs"/>		
<input type="text" value="Budget Program Number"/>	e.	
<input type="text" value="Organization Element"/>	f.	

Edit Position Restrictions

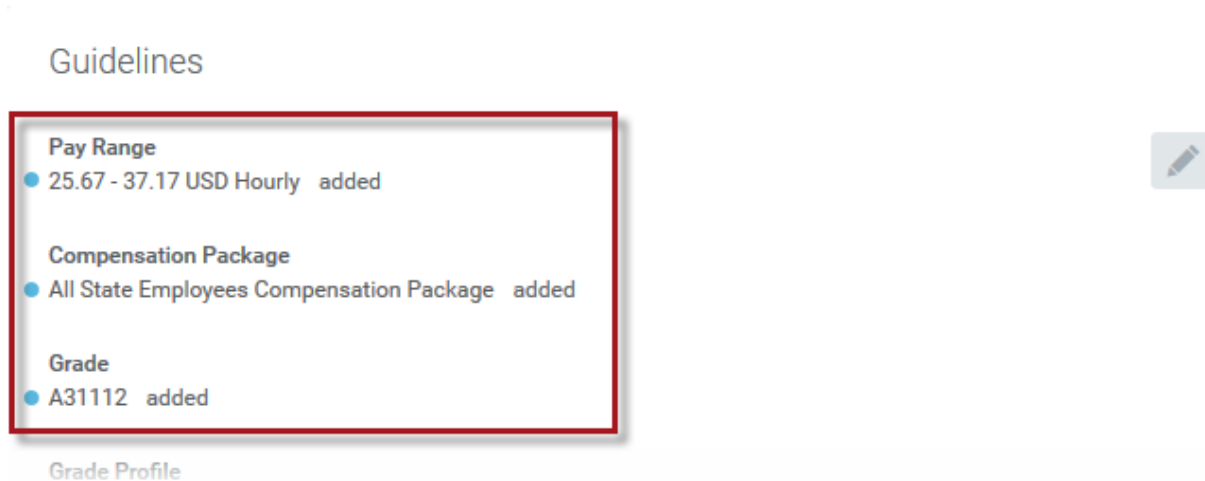
3. Click Submit.

REQUEST DEFAULT COMPENSATION FOR POSITION EVENT

1. Click Open.



2. In the Guidelines section, the pay range should default, based on the job profile selected earlier.



3. In the Salary section, if information is already entered, verify that it is all correct. If there is no salary information, click Add (see screenshot on next page).
 - a. In Compensation Plan, select either Hourly Plan or Salary Plan. IMPORTANT NOTE: the Pay Rate Type and the Compensation Plan you select here need to match, as far as Hourly vs. Salary!
 - b. In the Amount field, enter the hiring rate. If you enter an hourly rate, be sure key in out to three digits after the decimal point. NOTE: The rate you enter in the Amount field should be an hourly rate for an Hourly Plan and an annual rate for a Salary Plan.
 - c. The Currency field should always show USD.
 - d. The Frequency should be Hourly if on an Hourly Plan or Annual if on a Salary Plan. NOTE: Do not use any of the other options in the frequency field, only Hourly or Annual.

Edit Position Restrictions

The screenshot shows the 'Edit Position Restrictions' form. It includes a 'Compensation Plan' dropdown menu with 'Hourly Plan' selected, a 'Total Base Pay' field showing '25.67 - 37.17 USD Hourly', an 'Amount' text input field with '25.67', a 'Currency' dropdown menu with 'USD' selected, and a 'Frequency' dropdown menu with 'Hourly' selected. There are back and submit buttons in the top right corner. Red boxes labeled 'a.', 'b.', 'c.', and 'd.' highlight the Compensation Plan, Amount, Currency, and Frequency fields respectively.

4. Click anywhere in the grey area (to the right or the left) to see the change[s].
5. Click Submit. NOTE: If this position is in a classified agency, the Edit Position Restrictions process needs to be approved by State Personnel and State Budget Division. If applicable, you will see Up Next to tell you who is next on the list to review this change.
6. 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