Edit Position Restrictions

CONTENTS

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 Organization Assignments, Correct Job Title or Business Title, Increase Restrictions, Part-time to Full-time or Full-time to Part-time, Reclassification, Temporary Position change from <6 months to >6 months, or Temporary to Permanent 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. You will see different screens and menus for vacant and filled positions.

    a. If the position is currently vacant, you will see "(Unfilled)" following the title. From the related actions icon, go to Position Restrictions > Edit Position Restrictions.
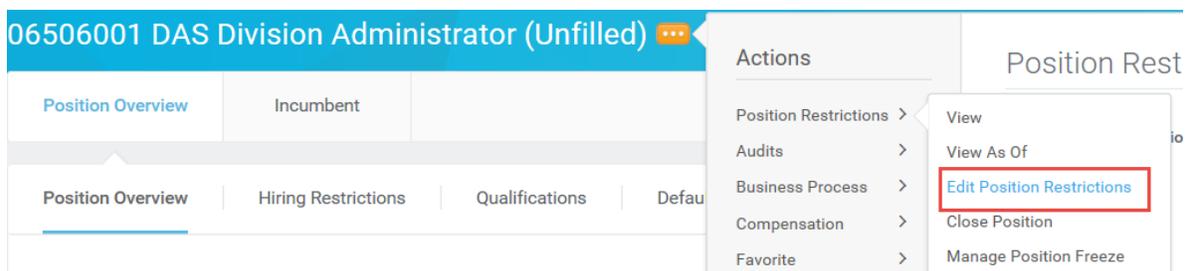
Edit Position Restrictions

b. If the position is filled you will see the employee's name following the position number and title. Click first on the Position Restrictions link (outlined in red below).

c. On the next screen, click the related actions icon and go to Position Restrictions > Edit Position Restrictions.

3. Click the prompt icon in the Position Change Reason field and select the appropriate reason. **NOTE**: You cannot put an effective date on these actions. They are effective the date submitted.

4. If necessary, change the Job Posting Title.

5. Scroll down to the Hiring Restrictions tab.

6. Add the appropriate information in the fields listed below (see screenshot at right). 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 to the right). NOTE: DO NOT check the "No Job Restrictions" box.

   a. Job Family (Bargaining Unit).

   b. Job Profile (job code - job title).

   c. Location.

   d. Time Type (*required field).

   e. Worker Type (*required field).

   f. Worker Sub-type.

7. Click Submit.

Hiring Restrictions	Qualifications	History

Availability Date	*	01 / 01 / 1000
No Job Restrictions		☐
Job Family	X Administrative Professional Bargaining Unit	**a.** ☰
Job Profiles for Job Family	A86530 - FORMS MANAGEMENT ANALYST	
	⊕ More (158)	
Job Profile	X A31112 - ATTORNEY II	**b.** ☰
Job Description Summary		
Location	X Terminal Building - Lincoln	**c.** ☰
Time Type	X Full time	**d.** ☰
Worker Type	X Employee	**e.** ☰
Worker Sub-Type	X Regular	**f.** ☰

CHANGE ORGANIZATION ASSIGNMENTS

1. Click Open.

You have submitted **Edit Position Restrictions: A**

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

✎

Edit Position Restrictions

b. Security Business Unit (see screenshot for list of b, c. d. e, and f).

c. Position Tracking (if used by your agency).

d. EDC Group (Required).

e. Budget Program Number (Required).

f. Organization Element (if used by your agency).

3. Click Submit.

Other

Security Business Unit	**b.** ✏
Grandfathered Employees - Benefits	✏
Business Unit	✏
Position Tracking	**c.** ✏
EDC Group	**d.** ✏
Matrix Orgs	✏
Budget Program Number	**e.** ✏
Organization Element	**f.** ✏

REQUEST DEFAULT COMPENSATION FOR POSITION EVENT

1. Click Open.

Success! Event submitted Assign Organizations: Edit Position Restrictions: Attorney Ii •••

Up Next

☁ **HR Partner name**

Request Default Compensation for Position Event

Open

> Details and Process

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

Guidelines

Pay Range
● 25.67 - 37.17 USD Hourly   added

Compensation Package
● All State Employees Compensation Package   added

Grade
● A31112   added

✏

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 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.

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