NEBRASKA
Administrative Services
State Personnel Division

What's New in Employee Work Center?
Employee Quick Reference

People · Service · Business

LINK

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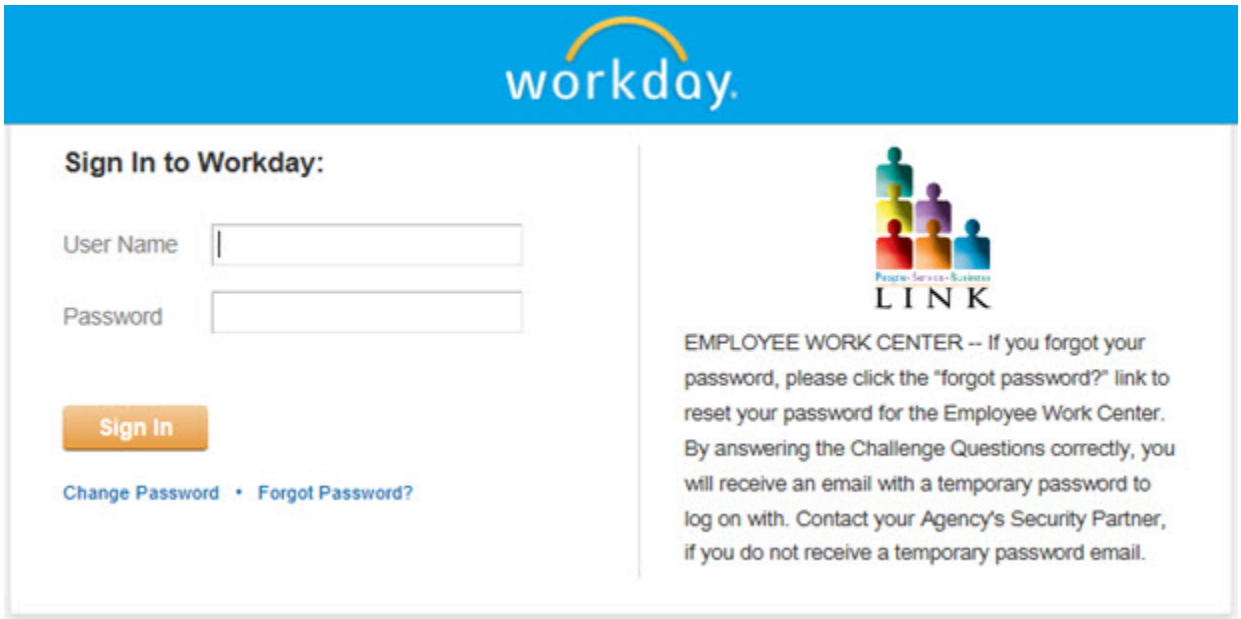
Effective April 21, 2014, there will be a new look for the Employee Work Center. A lot of things will look different, or be arranged differently and, perhaps, operate a little differently.

This is a user guide for employees, as well as an introduction to the new UI (User Interface).

Log in to the Employee Work Center

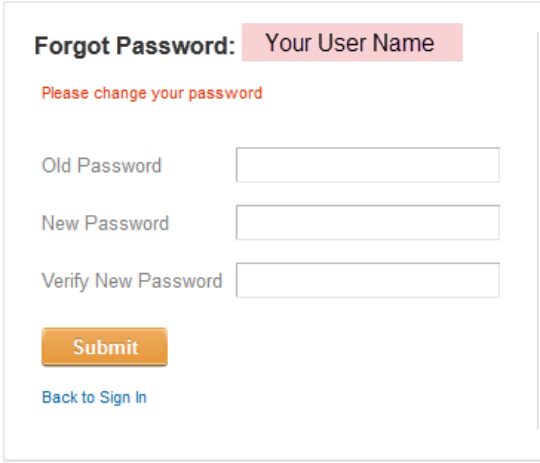
1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



3. If this is your first time signing in, or your password has been reset, or it has been 90 days or more since you last reset your password, you will be required to change your password.

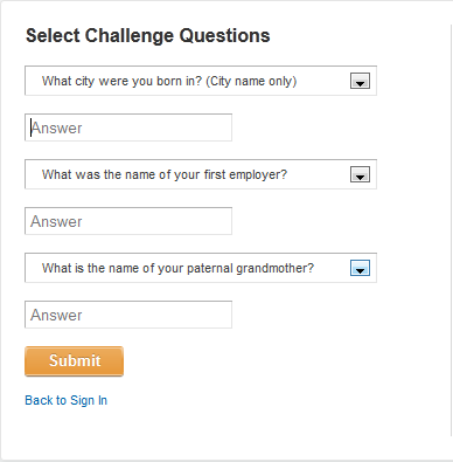
MINIMUM PASSWORD REQUIREMENTS:

- At least 8 characters long.
- At least one upper case alpha letter.
- At least one lower case alpha letter.
- At least one number.
- At least one special character, for example: *, $, %, #.



4. Enter your old/temporary password in the **Old Password** field. Enter the new password in the **New Password** field and then type the new password again in the **Verify New Password** field.
5. Click **Sign In**.

6. If this is your first time ever logging, you will probably be required to select AND answer some security questions. If you do not know the answers to the three default questions, click the down arrow next to each question to see other questions.

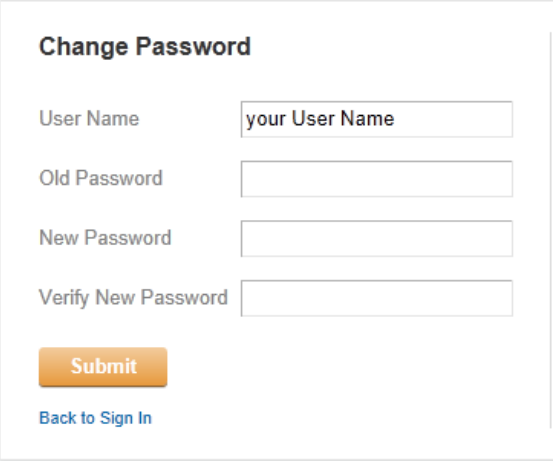


NOTE: THE ANSWER FIELDS TO THE SECURITY QUESTIONS ARE CASE SENSITIVE, SO BE SURE TO REMEMBER WHICH UPPER AND LOWER CASE CHARACTERS YOU USE WHEN ANSWERING THE QUESTIONS.

7. Type an answer for three different questions.
8. Click **Submit**.

Change Password

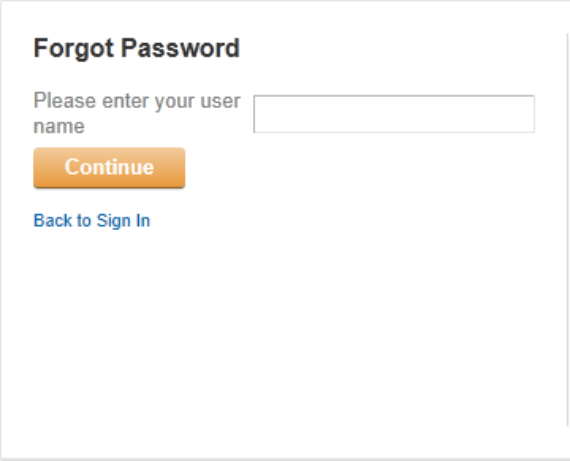
9. From the Sign In screen, you can click a link to Change Password. This will take you to a screen where you will fill in the following information:
    a. User Name.
    b. Old Password.
    c. New Password.
    d. Verify New Password.



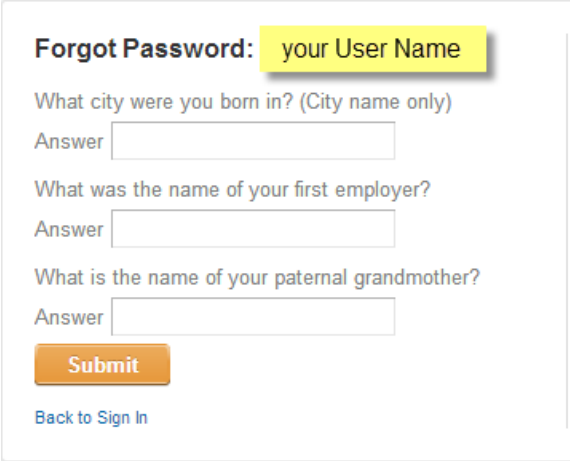
10. Click **Submit**.

Forgot Password?

11. From the Sign In screen, you can click a link for Forgot Password? This will take you to a screen where you will be asked, "Please enter your user name."



12. Type your User Name, and then click **Continue**.
13. You will be required to answer the three security questions you had answered on a previous login.



14. Answer the three questions, and then click **Submit**.

Quick Facts

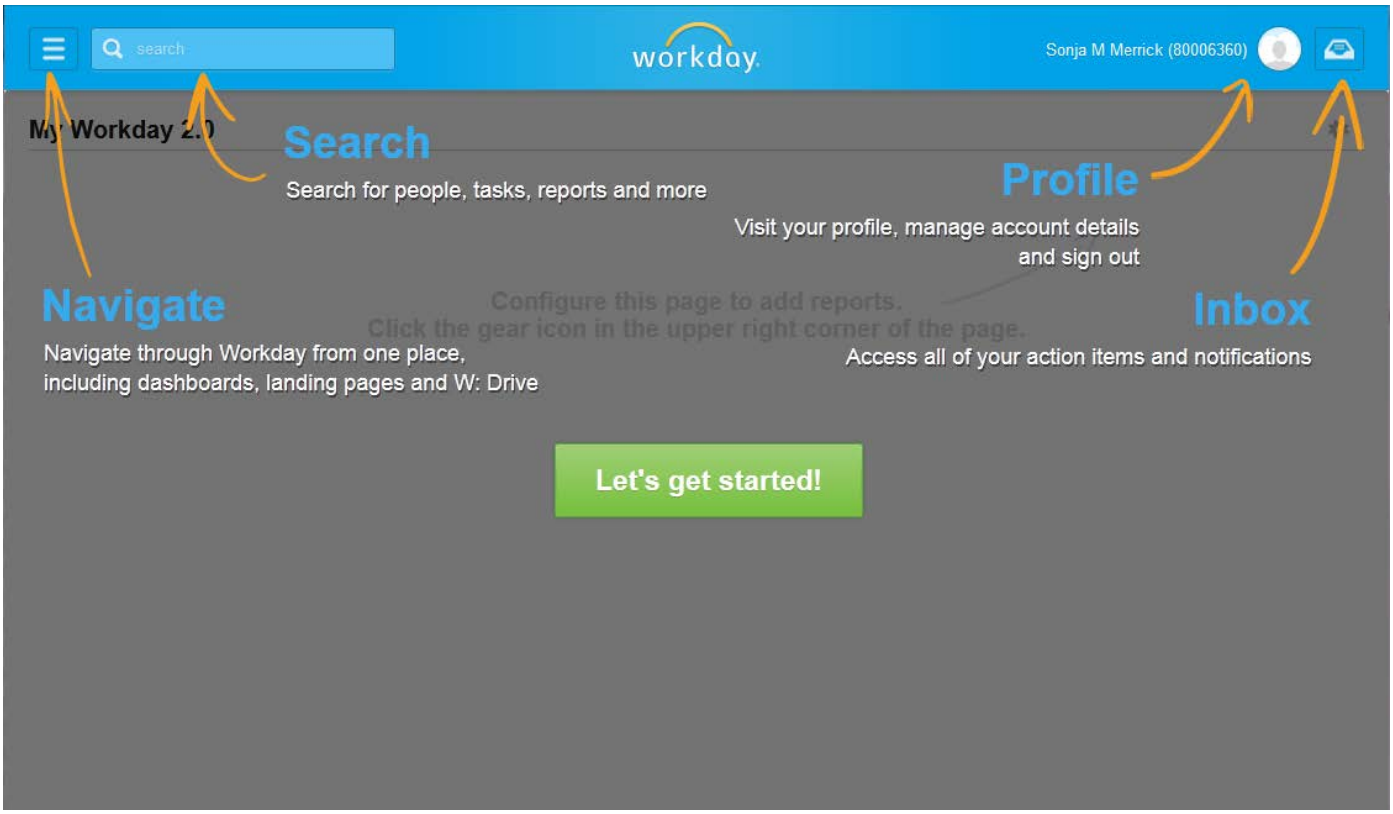
- The new design will be rolled out to the State of Nebraska during the regularly scheduled update beginning **Friday, April 11,** and will be accessible **Monday, April 14.**
- For more information, updates, and training materials, visit the user guide page, http://das.nebraska.gov/personnel/user_guides.html. You will be able to locate new user guides for the different processes, as well as new video tutorials.
- If you have questions, please reach out to AS Link Help at as.linkhelp@nebraska.gov.

Synopsis of Changes

- Simplified home page, which can be personalized, quickly and easily.
- Easier to use inbox.
- Enhanced search box.
- Simplified worker profile page.
- Easy to read conclusion pages so you feel confident your action was submitted.
- Improved error messages that highlight your errors and help you fix them.
- Enhanced employee and manager self-service tools.

First Screen

The very first time you log in to the new environment, you will see the following "Let's get started" page, which just gives you a very brief overview of some of the new features.



The Header

1. Navigation Menu

- At the upper left, you can find a useful menu, which is a list of things with which you can work. Click here to go to **All About Me**, which is information related to you as an employee or **My Team**, if you have direct reports, this option will display information related to your team. You will also find **Workbench** (admin users only), **My Workday 2.0**, **Dashboards**, **Sitemap**, **Favorites**, **Audit** (if you have access), **W: Drive**, or **Documentation**.

2. Search Box

- Use the Search window as another option to locate information to which you have access. For example, typing "address" in the search window brings up a series of reports that display a history of your address changes and a list of email addresses. Some of these reports are actionable by clicking on the **Edit** button.
- You can also access information about other State of Nebraska employees via the search. If you have no support or managerial responsibilities, the information you can bring up about other workers is restricted to their available contact information, including phone, email and instant messenger ID.

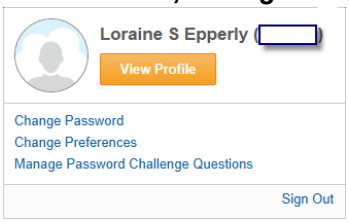
  NOTE: FOR MORE SPECIFIC SEARCHES (BY DEPARTMENT, FOR EXAMPLE), YOU MAY NEED TO CLICK ON THE SPECIFIC SUB-CATEGORY, SUCH AS PEOPLE OR ORGANIZATION. IF YOU WISH TO VIEW DIRECTORY LEVEL INFORMATION ON ANOTHER EMPLOYEE, TYPE THE EMPLOYEE'S NAME HERE. OR, SEARCH FOR TASKS YOU NEED TO DO YOUR WORK, I.E., HIRE EMPLOYEE, CHANGE JOB, CHANGE COMPENSATION, OR CREATE POSITION.

3. Home (the Workday icon)

- Click here to return to your default homepage, which is one of the following: **All About Me**, or **My Workday 2.0**, or **My Team.** When you click the icon, it will take you back to your home page.

4. Worker Profile

- Navigate to your complete worker profile (click **View Profile**), or **Change your Password, Change your Preferences,** or **Sign Out**. Next to the inbox, you will see your photo (or, if you do not have a photo in the system, you will see a silhouette of a person in a CD). From there, you can "View Profile," which is a listing of your job-related and other information, i.e., Compensation, Benefits, Contact, and Personal. The View Profile screen is also the same screen you will see when you view information about another employee.

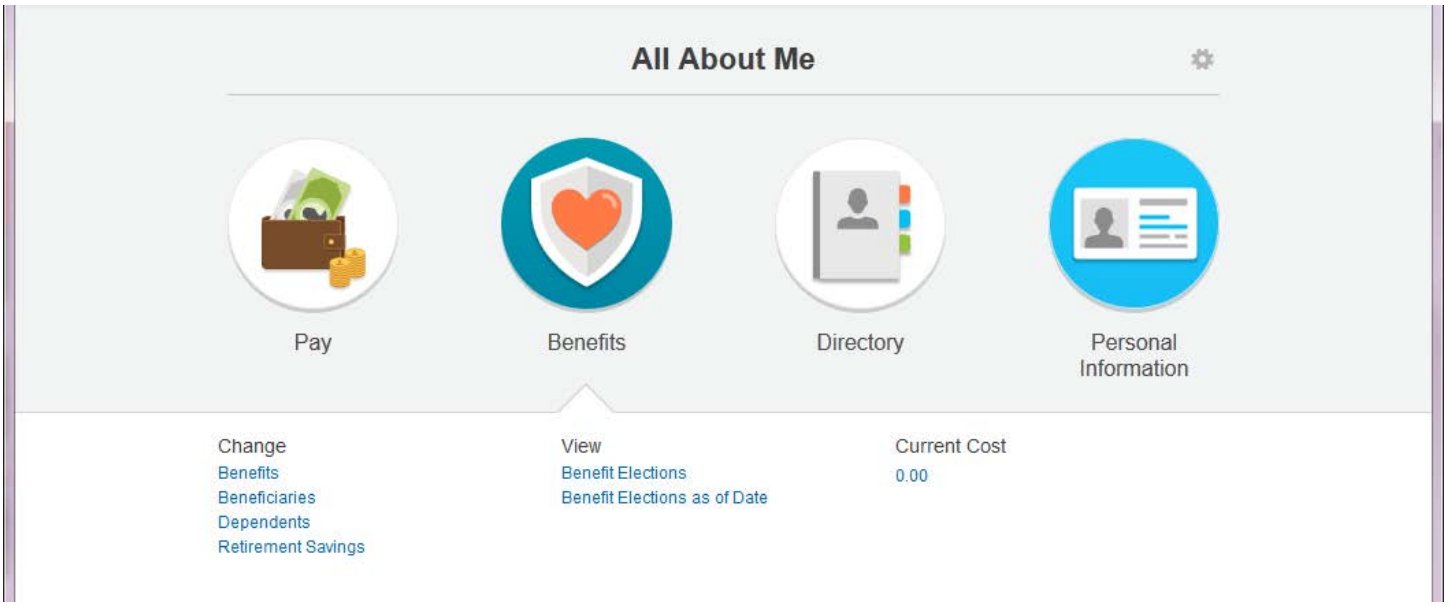


5. Inbox

- The inbox icon will include a short list of your action items and notifications. You will also see a link to View Inbox, where you are able to see greater detail about the items included in your inbox. The inbox is a combination of what used to be called your workfeed and the inbox you used to access in the pull-out tabs on the right side of the screen. You can complete the items that require your attention from the new inbox easily and quickly.

New Look for All About Me

- The "Workday Wheels" (All About Me and My Team) have been removed and replaced with left to right icons for more intuitive viewing; Actions and Views are displayed under the icon when clicked. The highlighted icon is the current selection (in the screenshot below, Benefits is selected).
- Your icons may vary from what is shown below, but, at a minimum, you should have icons for Pay, Benefits, and Personal Information. When you click any one of those icons, the lists below will change to items you can view about that subject, and items you can change, when applicable.



Below is a list of the available icons and the information associated with each:

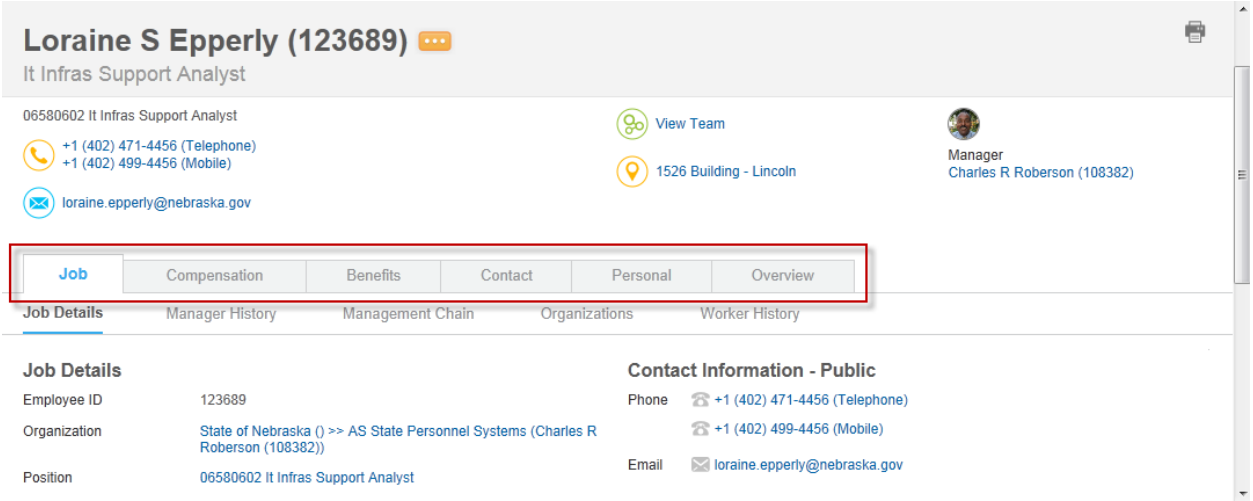
Click this Icon:	**Type of information you will find:**
Pay	View your payment elections.
Benefits	Current benefits plans, coverage dates and level, as well as the current cost. **NOTE: YOU MAY CHANGE DEPENDENTS AND/OR BENEFICIARY INFORMATION AT ANY TIME; HOWEVER, CHANGES TO OTHER BENEFITS OPTIONS ARE ONLY POSSIBLE DURING OPEN ENROLLMENT OR IN THE CASE OF A QUALIFYING EVENT (E.G., MARRIAGE OR BIRTH OF A CHILD).**
Directory	View basic contact and job information for other employees.
Personal Information	View and/or change Contact Information (address or phone), Emergency Contacts, Name, and Marital Status. You may also click on About Me to see your details profile.

Additionally the following optional icons may be added or removed by clicking on the **Configure this page** gear in the upper right hand corner:

- Favorites
- Inbox
- More
- Reports
- Support Groups
- Important Links: HR

Your Employee Profile

- Your Employee Profile is accessed from your Name link in the upper right hand corner of the homepage. This page contains your photo and detailed information about you, including home and work contact information, job details and history, and benefits.
- You can click the tabs (outlined below in red) to display specific categories of information.



1. Job

- This tab provides relevant information about your current job including the Job Profile, Location, Hire Date and Organization. The information is not modifiable but several of the fields including Organization, Position and Job Profile have a related actions arrow and a hyperlink, so that more information can be accessed on them and actions can be taken.

Click the tabs to display categories of information:	**Type of information you will find:**
Job Details	This tab contains a comprehensive listing of the employee's job information including position, business title, job profile, etc.
Manager History	Tab lists all previous managers and their contact information.
Management Chain	You may view your place in the management chain by selecting the Management Chain tab. Your Manager is listed along with his or her Manager. Contact information is also included where available.
Organizations	To find out what organizations you belong to, select the Organizations tab. Workday allows for many different levels including cost center, KFS org, etc. Clicking the Org Chart button will open the organization chart.
Worker History	This tab contains the historical record of all the changes made to a worker, including changes to their position as well as to their benefits or personal information. It is arranged by date and by business process. **NOTE: THE WORKER HISTORY TAB WILL NOT INCLUDE HISTORY FOR JOBS HELD PRIOR TO WORKDAY BEING IMPLEMENTED. OUR EXISTING EMPLOYEE DATA LOOK-UP TOOL, WILL HOUSE ALL EMPLOYEE HISTORICAL DATA.**

2. Compensation

- The **Compensation** tab in the Compensation category displays compensation by plan, such as Salary, or Allowances. Base hourly or salary rates and frequency are also displayed.

  NOTE: FOR MORE DETAILS, SUCH AS HISTORY, CLICK ON THE RELATED ACTIONS ICON TO THE RIGHT OF YOUR NAME.

3. Benefits

- This tab contains specific information about your current Benefits. Benefit elections cannot be changed from here. To change benefit elections, use the Benefits icon on the **All About Me** page or the related actions arrow next to your name.

4. Contact

- The Contact tab has three sub-tabs; Contact, Emergency Contact, and Support Roles. The Contact sub-tab stores your address, phone, email, and instant message contact information, as available. Work contact information is always visible. Home information is visible to you, but never visible to others unless it is tied to a work related responsibility. Emergency contacts are stored on the Emergency Contacts tab. To find out who is in each of the key support roles in your organization—roles such as HR Partner, Benefits Partner, and Security Partner—use the Support Roles tab. Clicking on the name of the person in a support role gives you contact information for that person, such as phone number and email address.

5. Personal

- This tab contains three sub-tabs; Personal Information, IDs and Documents. The information here is quite different from the Personal Information icon on the **All About Me** page. The Personal Information tab contains general personal information about you, such as Gender, Date of Birth, Marital Status, etc. The Edit button gives you the ability to change the information listed. The Personal tab also has sub-tabs to view your **ID's** that are stored in the system, and other documents that may be on file. These are not editable by employees.

Impact of Changes

1. Inbox

- One merged Inbox and Workfeed gives you a consolidated place to complete assigned tasks, including a preview pane with full-edit capabilities, without needing to select each item individually to view, edit, or approve.
  - One central location to view actions, notifications and an archive.
  - Access to the "archive" tab in the inbox to view historical information.
  - Ability to view and take action on items in the preview pane on the right side without navigating to a new screen.
  - Inbox icon will be placed in the upper right hand corner with notification icon for new messages (see "Application Header" below).
  - Button and icon coloring and location changes (e.g., filtering icon).
  - As most employees do not have access to the workfeed via slide-outs, this is unlikely to be an area of change.

2. Slide-Outs

- Slide-outs are no longer going to be supported on the Workday landing page and all of the information contained in the current slide-outs is moving to more intuitive and accessible locations, which vary by slide-out content.
  - As most employees do not have slide-outs, this is unlikely to be an area of change. Managers and Power users will no longer see any slide-out options.
  - The menu slide out will be replaced by the main menu icon on the new application header and power users will need to navigate to it in the upper left hand corner (see "Application Header" below).
  - The inbox slide-out will no longer appear as a slide out and will be replaced by a new unified inbox and Workfeed icon (see "Inbox" above).
  - The W drive and dashboard slide outs will be removed and power users will need to navigate to the menu tab to perform these functions.
  - The workbox will be replaced by the Compare Workers task (see "Faceted Search" > "Compare workers" tab); Power users will need to use the search box to locate and perform this task.

3. Application Header

- The new Application Header persists throughout one's flow through Workday, and houses all of your most primary activities so that those actions are always available to you.
  - Employees will no longer see an "All About Me" link. Managers and Power users will no longer see the following page links: "All About Me," "My Team," "Workbench," "My Workday 2.0," or "Dashboards "; They will navigate to these pages through the Main Menu icon, Worklets on the homepage, the search bar, or the Site Map.
  - The search box will be relocated to the left of the screen and enhanced search functionality, e.g., auto fill, will be available (see "Search" below).
  - A new Main Menu icon will be available in the upper left hand corner.
  - Personal photo will be displayed in the upper right hand corner (if one is loaded into the system for the particular employee); hover over the icon to view account information and edit your information from this location.
  - An Inbox icon will be placed in the upper right hand corner with notification icon for new messages.
  - The documentation link will no longer appear.
  - The sign out link will be moved; users can sign out by hovering over the photo.

4. Worker Profile

- The worker profile is being enhanced to provide a better visual experience and is easier to use.
  - Related action icons will be removed; Employees, Manager, and Power Users will need to get used to hovering over fields to take action on them.
  - Key information under the worker's name has moved, e.g., social networking information now appears on the right side of the page; they changes should be self-explanatory and easy to navigate.

5. Prompts

- Prompts have been enhanced to take up less space and breadcrumbs have been added for quicker and more intuitive navigation.
  - Employees, Manager, and Power Users will need to get used to using the breadcrumbs to navigate the prompts.
  - Employees, Manager, and Power Users can use the "top" breadcrumb to go back to the beginning of the prompt.
  - The new view is a single pane and when users select a field, the prompt will jump to the next single pane.

6. Conclusion Page

- The business process conclusion page is being slimmed down to reduce clutter, and the wording and details are being updated to provide you with confidence that the action you have taken has been completed.
  - Minimal impacts - conclusion page should be intuitive.

7. Prompts

- The new error messages are targeted, consistent, and instructive.
  - Error messages and alerts appear on the right side of the screen, taking up less space.
  - Error messages and alerts can be collapsed to display the entire screen.
  - New "Show Me" feature points you to the error field and help text tells you how to fix it.
  - Error message language has been clarified and simplified, helping employees better understand the error.

8. Buttons

- Buttons and naming convention has been standardized across applications, allowing for a more consistent experience.
  - Minimal impacts - button changes should be intuitive and easy to use.

9. Search

- Search functionality has been enhanced to support search results more directly related to the user, listing user's most recent searches and providing predictive searching through type-ahead capabilities.
  - The search bar will be located in the upper left hand corner of other pages; this is a more prominent location that should be easier for users to find.
  - The search enhancements should be intuitive, easy to use, and may be familiar from other applications you frequently use.

10. Homepage

- One merged All About Me and My Team landing page provides a comprehensive location to take action.
  - The "Workday Wheel" has been removed and replaced with left to right "tiles" for more intuitive viewing; additional functionality is available under the worklets when clicked.
  - Employees AND Power Users can access their personal information via worklets on their homepage or by using the Search function.
  - Power users will not automatically default to the "My Workday 2.0" page at log in (My Workday 2.0 will be moved to the Main Menu - see "Application Header" above); they will default to a homepage from which they will navigate to the actions, tasks or reports they need.
  - Managers will not automatically default to the "My Team" page at log in (unless they configure this); they will default to a homepage from which they will navigate to the "My Team" worklet to access their team information.
  - The My Team worklet will display worker's photos; to act on a worker, click on him or her.
  - The new homepage only makes viewable a select number of worklets/tasks which simplifies the UI; Employees should click on the "more" icon for more detail.
  - Managers can access their personal information via worklets on their homepage or by using the Search function.
  - Employees, Manager, and Power Users should be encouraged to utilize the "configure this page" link at the bottom of the screen to display worklets that are most relevant and useful for them.
  - Power users need to become experts at using the Site Map and Search to find what they used to get in My Workday 2.0, Workbench, Dashboards and Slide-Outs.

Configure Pages

1. To configure your ***default landing page***, click your photo in the upper right-hand corner of the application header and choose "Change Preferences" > "Account Settings" > "Preferred Home Page."
2. To configure the ***worklets on your landing pages*** (e.g., Home, All About Me, My Team, My Workday, My Workday 2.0), click the gear icon in the top right-hand corner of your screen.

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