Enter Part-time Rates for Employee

People · Service · Business

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Log in to the Employee Work Center

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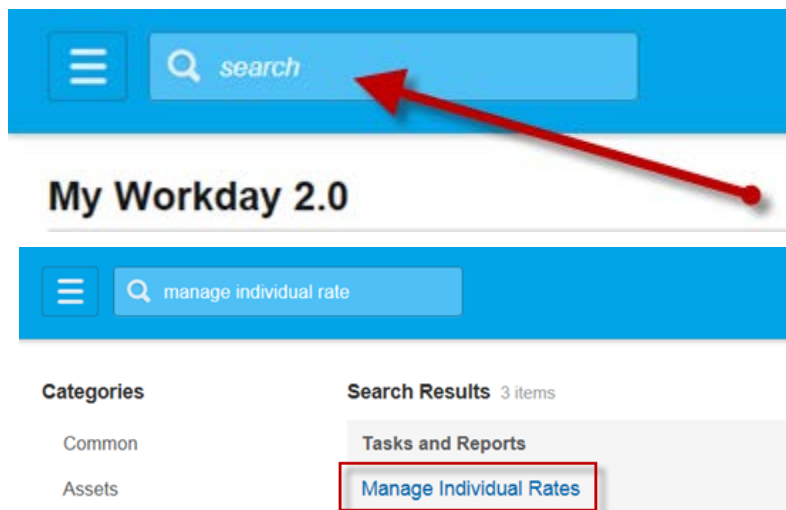2. Click **Sign In**, or press enter.

Enter Employee's Part-time Rates

These are your instructions to change rates for part-time employees.

1. Search for and click the task for **Manage Individual Rates** (see second box below).

   NOTE: YOU CAN UPDATE THE PART-TIME RATES AFTER BENEFITS HAVE BEEN FINALIZED THROUGH THE EVENT.

2. In the Worker box, type the employee's name or his/her employee ID in the Worker search box. The employee's name will populate. DO NOT ENTER anything else.

   IMPORTANT – PUT A CHECKMARK IN THE "INCLUDE EMPLOYEES WITH RATE OVERRIDES BOX."

3. Click **OK**.

4. The next window shows the Part-time plan with rates. Fill out the appropriate fields, as listed below in a. and b.

   NOTE: IN INSURANCE FIELDS – ALWAYS USE MONTHLY AMOUNTS.

   a. **Medical Insurance** is pre-tax. Use columns **1) Employee Cost (Pre-tax)** and **3) Employer Contribution (Non-taxable)**.

   b. **Life Insurance** is post-tax. Use columns **2) Employee Cost (Post-tax)** and **3) Employer Contribution (Non-taxable)**.

   NOTE: NEVER ENTER A RATE IN THE LAST COLUMN – EMPLOYER CONTRIBUTION (TAXABLE),

   NOTE: MAKE THE CORRECTIONS TO THE MOST CURRENT EVENT DATE.

Rate Modified	Rate Last Updated	Worker	Benefit Plan	Employee Cost (Pre-tax)	Employee Cost (Post-tax)	Employer Contribution (Non-taxable)	Employer Contribution (Taxable)	Currency	Benefit Plan Frequency	Event Date	Enrollment Event Type
☐			Basic Life - Aetna Part Time (Employee)	0.00	0.48	0.48	0.00	USD	Monthly	10/05/2013	Part-time to Full-time/Full-time to Part-time

5. When you are done with your changes, click **OK** to submit.

NOTE: THE CHANGES ARE EFFECTIVE RIGHT AWAY, SO YOU CAN VIEW THE UPDATED AMOUNTS BY CLICKING THE EMPLOYEE'S BENEFITS TO MAKE SURE THEY UPDATED.

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