FTE Change (Full Time to Part Time or Part Time to Full Time)

NEBRASKA
Administrative Services
State Personnel Division

People · Service · Business

L I N K

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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).

FTE Change (Full Time to Part Time or Part Time to Full Time)

When an employee has a change to his/her FTE that puts them in a different benefit eligibility plan, you will need to enter their benefit changes in the Employee Work Center. After the position has been edited or transferred, and approved by State Personnel and State Budget (if required), you will receive an **Edit Position – Change Benefits To Do** or **Transfer Employee – Benefit Change** item in your Workfeed / Inbox.

1. In the search box, type the employee's name or address book number for whom you want to trigger a life event, and then click the employee name.

2. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.
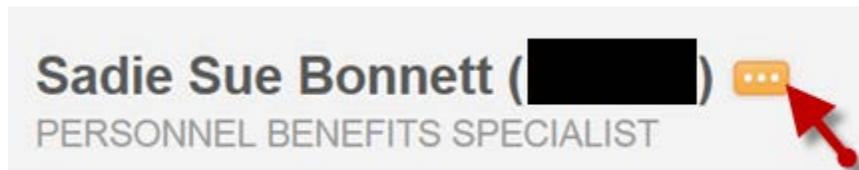
3. Hover over **Benefits** and click on **Change Benefits**.
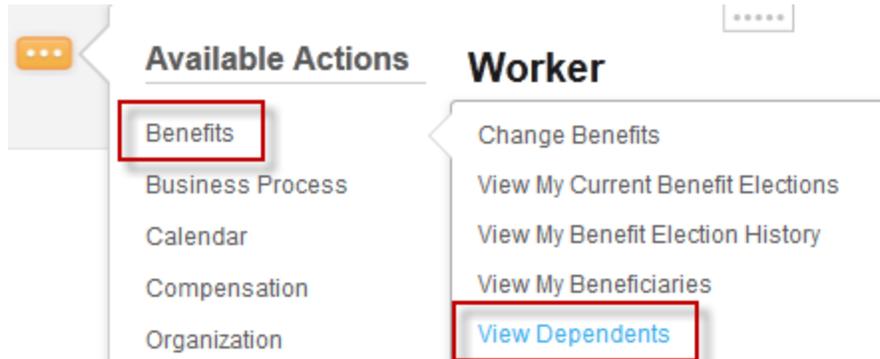
4. In **Benefit Event Type**, click the drop down arrow, scroll to and click "**Part-time to Full-time/Full time to Part time**".

5. In **Benefit Event Date,** enter the date. The Benefit Event Date for the Part time to Full time or Full time to Part time event will always be the date that the employee went to Full time or Part time with **your Agency** (reference screenshot above).

   NOTE: The process making the employee FTE change must be completed prior to initiating this event for the employee's benefits.

6. 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.

7. Click the green **Submit** button.

8. The initiated event will populate on the next window that opens for the HR Partner.

9. Click the Open Button to start the process of completing the event.

    NOTE: SINCE THE FTE HAS CHANGED, THE EMPLOYEE WILL HAVE ONLY THE BENEFITS FOR THEIR NEW STATUS (I.E., NEWLY PART TIME EMPLOYEE WILL ONLY HAVE THE PART TIME HEALTH BENEFIT OPTION).

Medical, Dental, Vision

1. The medical, dental and vision for the employee should default to their current elections.

2. Click **Continue**.

    NOTE: THE FTE CHANGE IS NOT A STATUS CHANGE FOR THE EMPLOYEE TO BE ABLE TO ELECT ANY BENEFIT PLANS OR TIERS OF COVERAGE IN WHICH HE/SHE WAS NOT PREVIOUSLY ENROLLED.

Health Savings Account

1. The enrollment for the Health Savings Account will default to the employee's current elections. Changing the employee's FTE does not allow for any changes to this account.

2. Health Savings Accounts with an active enrollment: the HR Partner has to insert the remaining pay periods in the Remaining Deductions Override box (if you have questions please contact the Benefits office, 402-471-4443).

3. Click **Continue.**

Dependent and Medical Flex

1. The enrollment for Medical and Dependent Flex will default to the employee's current election. Changing the employee's FTE does not allow for any changes to either flex account.

2. If Dependent Flex or Medical Flex have enrollment, be sure to insert the remaining pay periods in the Remaining Deductions Override box (if you have questions please contact the Benefits office, 402-471-4443).

    NOTE: THE EMPLOYEE WILL NOT BE ABLE TO MAKE CHANGES TO THEIR DEPENDENT FLEX OR MEDICAL FLEX ACCOUNTS UNTIL THE NEXT OPEN ENROLLMENT OR A QUALIFYING LIFE STATUS CHANGE.

3. Click **Continue.**

Insurance Plan Dependencies and Coverage Limitations

1. All Insurance Plans for the employee will default to current enrollment on this screen.
2. Click **Continue.**

   NOTE: IF THE FTE IS CHANGING, THE ONLY ALLOWABLE CHANGE WILL BE THE BASIC LIFE OPTION. THE PART-TIME EMPLOYEE WILL HAVE THE OPTION TO WAIVE THAT COVERAGE SINCE, AS A PART-TIME EMPLOYEE, THEY HAVE TO PAY A PORTION OF THE COST. IF A PERSON IS GOING TO FULL-TIME, THE BASIC LIFE OPTION WILL DEFAULT TO ENROLLMENT STATUS.

Beneficiary Designations

1. All life insurance plans will default to the employee elected coverage and the Basic Life Beneficiaries must be assigned.
2. The HR partner can create the Beneficiaries at this time or have the employee complete that step prior to doing the enrollment event. Beneficiaries can be updated during this event.

   NOTE: ALL PERCENTAGES FOR PRIMARY AND CONTINGENT BENEFICIARIES MUST EQUAL 100%.
3. Click **Continue**.

W-2 Elections

1. The initial election for the Electronic W-2 will populate. The employee can change this election at this time.
2. Click **Continue.**

Benefit Elections Review for Part-time to Full-time/Full-time to Part-time

1. Click **I Agree** at the bottom of the Electronic Signature.
2. Click **Submit** button at the bottom of the page.
   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.

   NOTE: WHEN THE PROCESS HAS BEEN SUBMITTED SUCCESSFULLY, THE EMPLOYEE WILL RECEIVE THE SUBMIT ELECTION CONFIRMATION PAGE, WHICH HE/SHE CAN PRINT, IF DESIRED, OR CLOSE.

Additional Steps

1. The Submitted Life Event will be sent to the employee's HR Partner to review and approve.
2. The Benefits Partner approves the event.
3. The HR Partner will receive the final approval step.

4. The HR partner **MUST open and submit** the **Review for Retro Adjustment TO DO to finalize the event for the employee.**

The Life Event for the Employee has been successfully completed.

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