

Modify or Add Favorites – Tasks and Reports

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Purpose

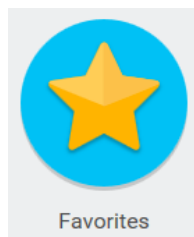
This is an easy way to list the tasks and/or reports you use most often. Everyone has a Favorites icon on her/his home page, see icon screenshot in #2 below.

Log in to the Employee Work Center

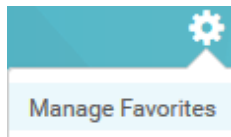
1. Log in to the Employee Work Center, which can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

Add Favorites

1. Go to your home page ... click the home icon in the upper left-hand corner, or click the icon in the middle of the page.
2. Click the Favorites icon.



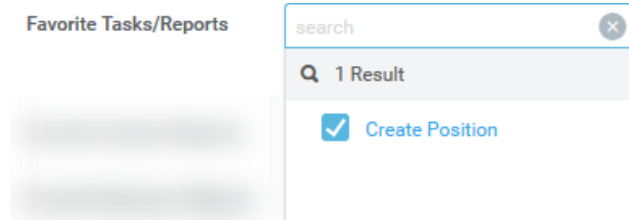
3. Click the gear in the upper right-hand corner, and then click Manage Favorites.



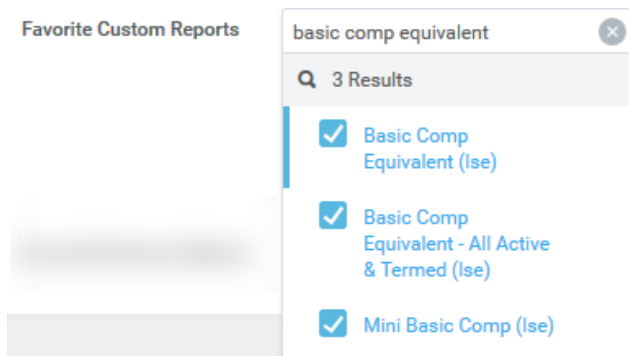
Add your favorite tasks and reports

This is where you search for, and select, the tasks and reports to which you want quick access. What you will be able to see, and select, will vary, depending on your assigned Roles and your assigned Security Groups.

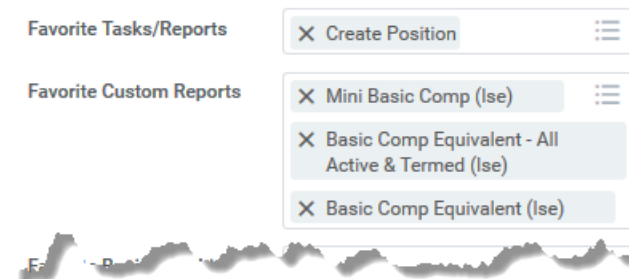
1. In the first section, Favorite Tasks/Reports, add tasks that you use frequently, e.g., Create Position, Edit Position Restrictions, Hire Applicant, or other tasks you might use. If you search for reports in this section, the results will be Workday Standard Reports, not our custom reports.



2. In the second section, Favorite Custom Reports, type the name of a custom report that you want to see in your Favorites list. Type part, or all, of the name; if you see more than one result, be sure to click the one that you want. I typed basic comp equivalent, pressed enter, and these three reports displayed: Basic Comp Equivalent (Ise), Basic Comp Equivalent – All Active & Termed (Ise), and Mini Basic Comp (Ise). I checked all three.



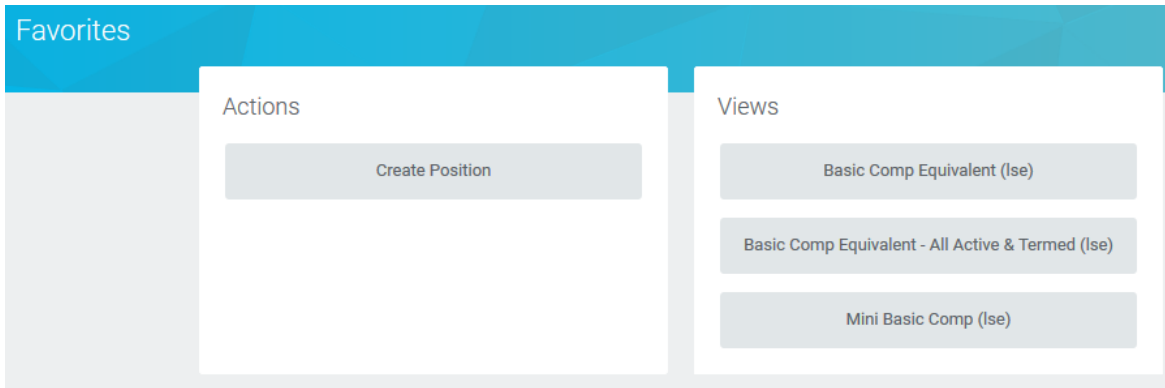
3. When you're done selecting your favorite tasks and/or reports, click OK.



4. Click Done.

Modify or Add Favorites – Tasks and Reports

- Now when you click your Favorites icon from your home page, you will see that list of items that you added. You can start those tasks or run those reports from this page.



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