Nebraska Administrative Services
State Personnel Division

Initiate Optional Life Insurance - Approval to Increase Increments

People · Service · Business
LINK

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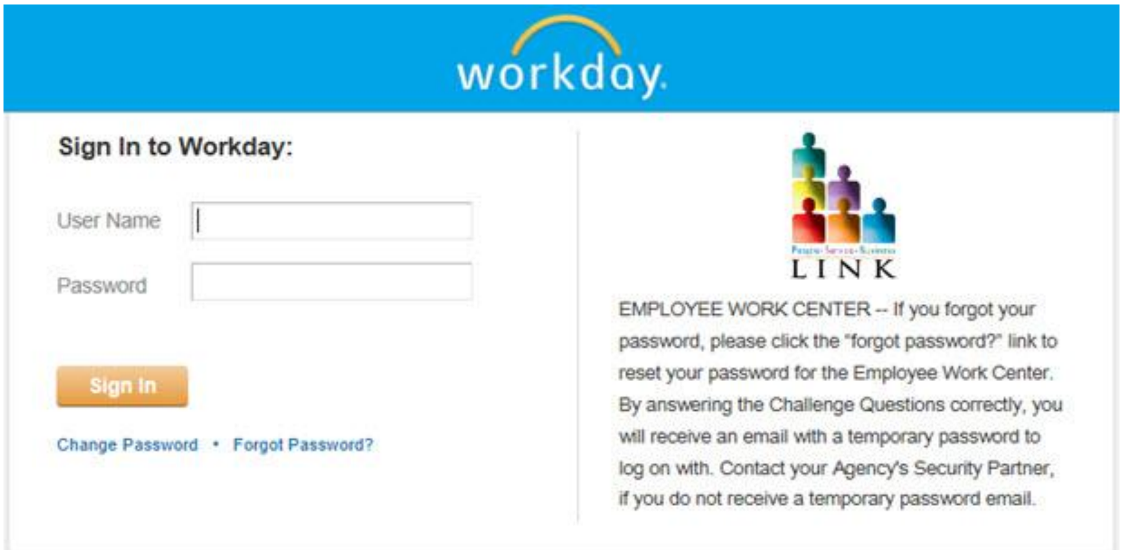
Log in to the Employee Work Center

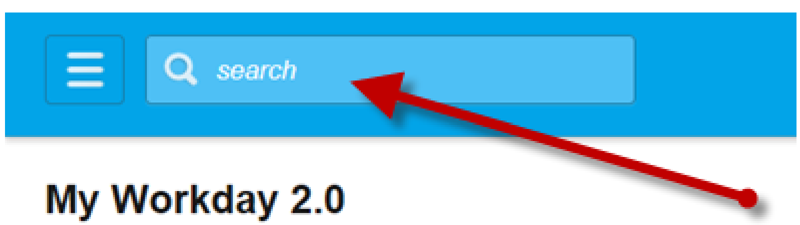
1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



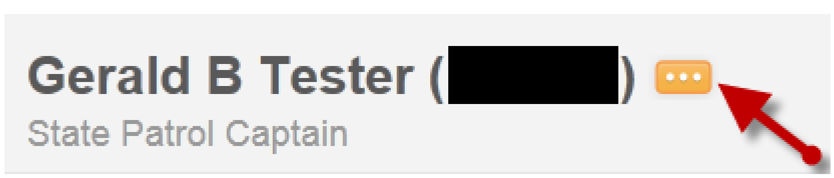
Optional Life Insurance - Approval to Increase Increments

When an employee wants to increase his/her Optional Life Insurance in more than the pre-approved increments, the HR Partner needs to approve this request.

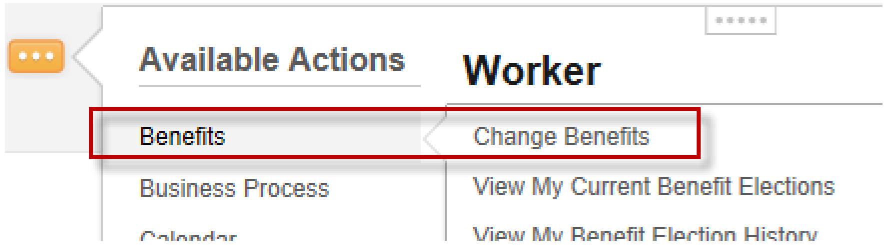
1. In the **Search** box, type the employee name or employee ID for whom you want to trigger a life event, and then click the employee name.



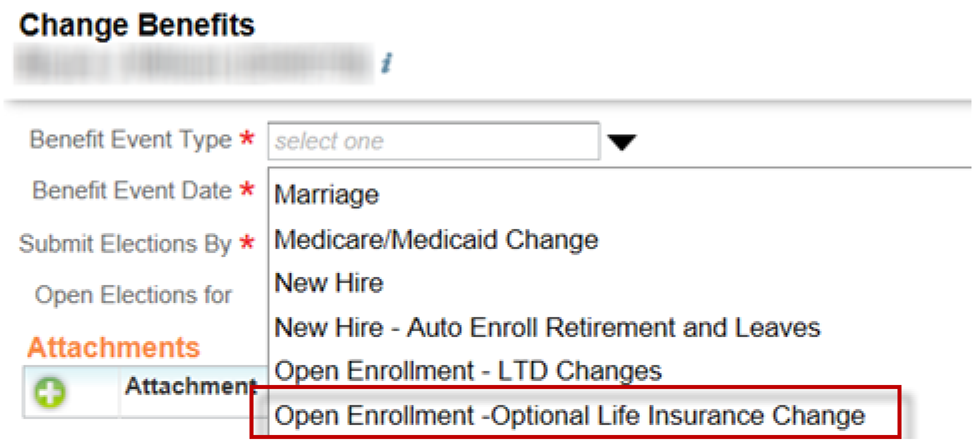
2. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.



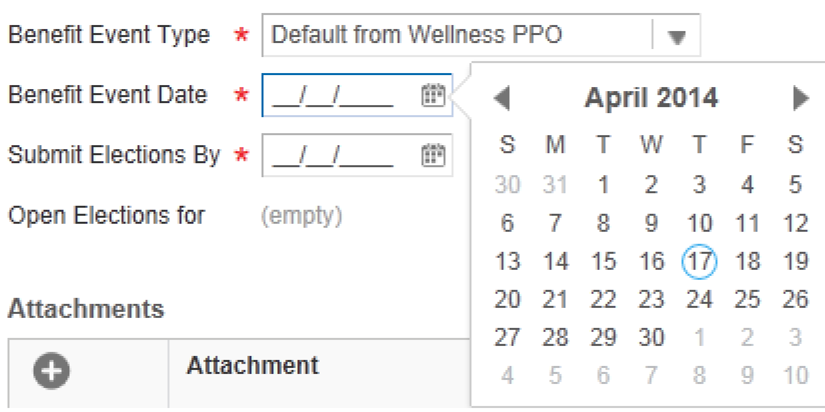
3. Hover over **Benefits** and click **Change Benefits**.



4. Click the drop down arrow in the **Benefit Event Type** field, and, from the drop down list, select **Open Enrollment-Optional Life Insurance Change.**



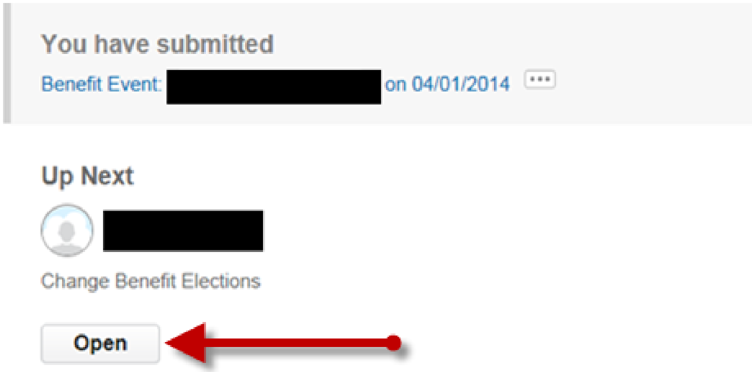
5. In the **Benefit Event Date** field, enter the first of the month that you want the Optional Life Insurance change to take place. If there will be premium adjustments, the HR partner will calculate the amounts and do a premium correction through the Payroll and Finance center.



3. 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.

4. Click **Submit**.

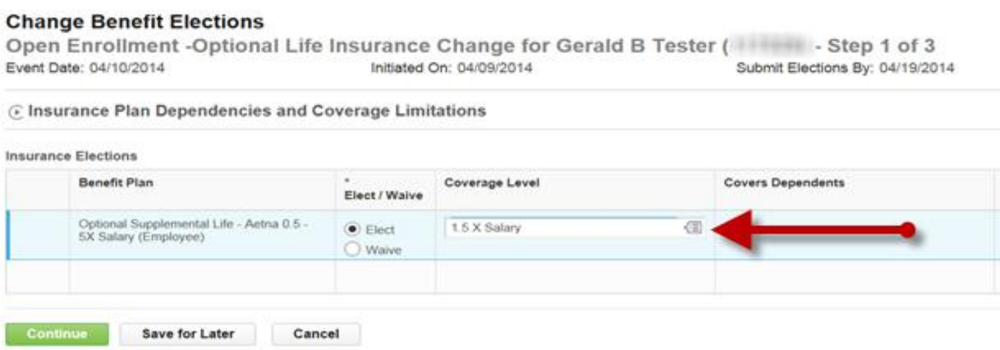
6. Once you submit the event, the following window will open for the HR partner. Click **Open** to complete the event.



7. Click **Done**.

Change Benefits Elections

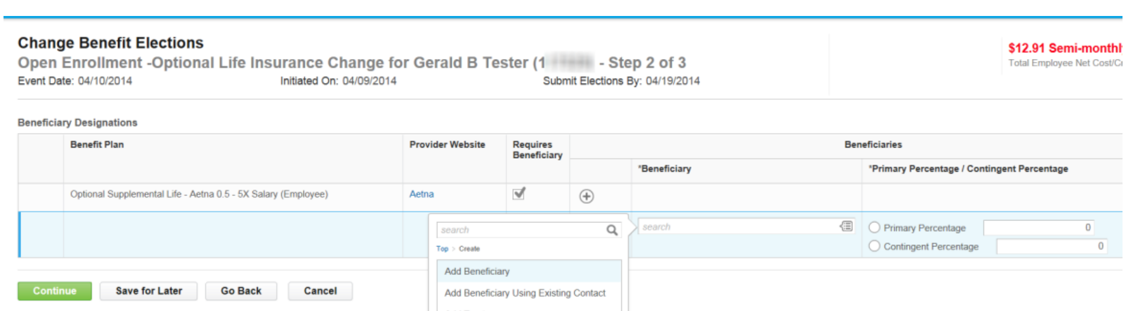
1. This page reflects the enrollment you are changing. Click the **Elect** radio button.



2. The HR partner will elect the Coverage Level for which the employee has been approved.
3. Click **Continue**

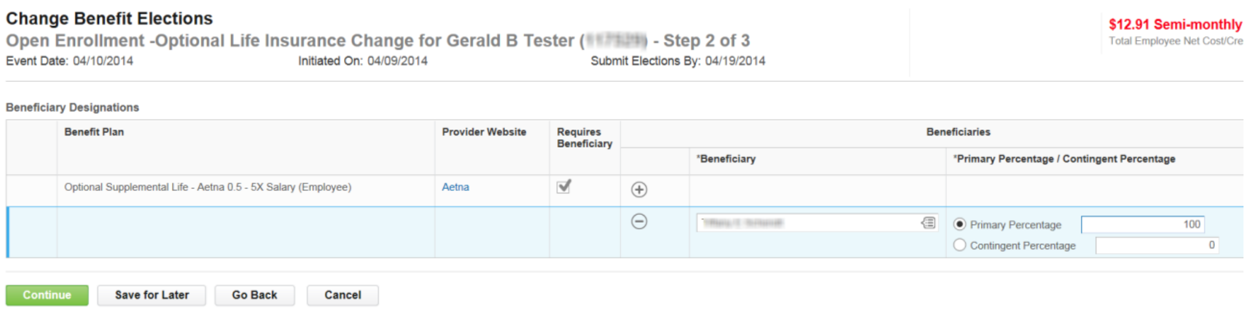
Add a Beneficiary

1. Click the plus icon, in the Beneficiary column, to add a beneficiary.
2. Use an existing contact by clicking the prompt icon in the box under the Beneficiary column, and then clicking Beneficiary Persons, and then selecting the person. Or, request that the employee create a new beneficiary for the HR Partner to use.

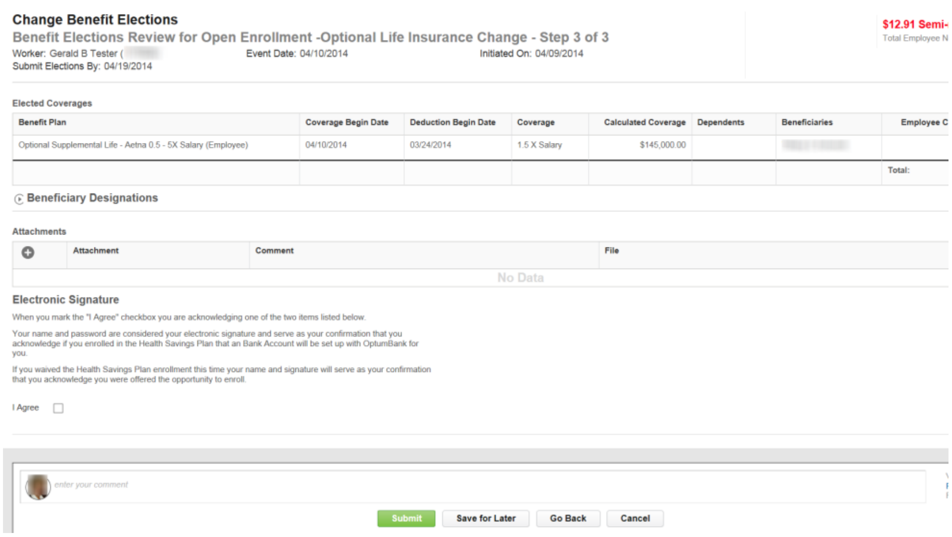


3. If you need to add more beneficiaries, follow steps 1 and 2 above.
4. You need to click the Primary Percentage or Contingent Percentage for each person, and enter the percentage amount.

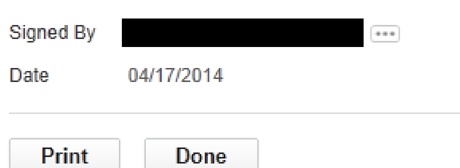
   NOTE: THE PERCENTAGE MUST EQUAL 100% FOR ALL PRIMARY AND CONTINGENT BENEFICIARIES.



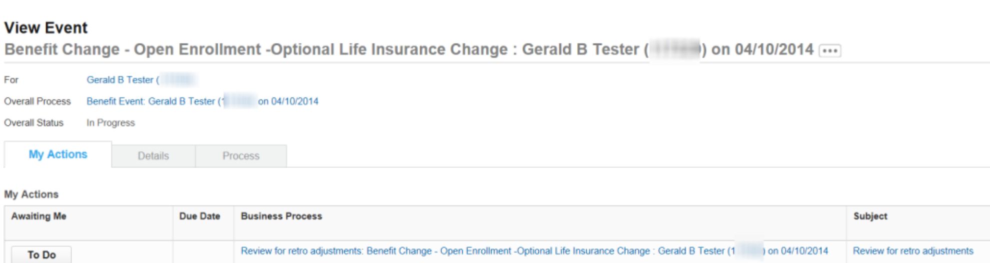
5. Click **Continue.**
6. Click **Submit** to change to initiate the change to the Optional Life insurance.



7. On the next screen, you can either **Print** a summary or click **Done.**



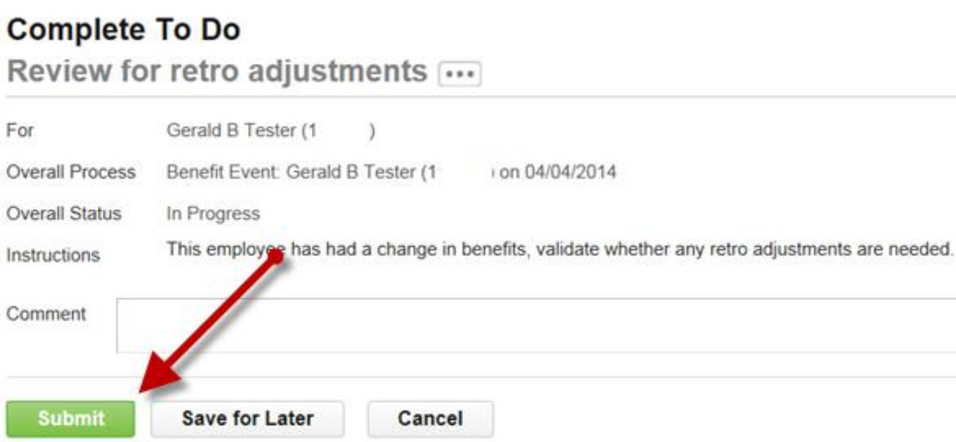
8. The event process will go through the additional review and approval steps.



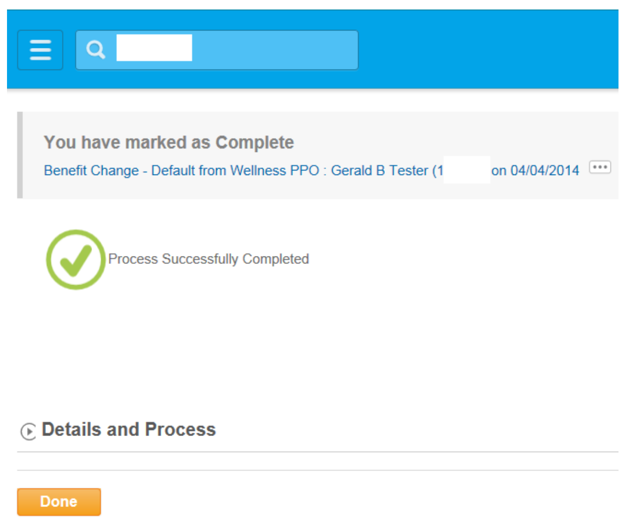
Remaining Steps for Changing Optional Life Insurance

1. When the event returns to the initiator, he/she MUST click the **Review for Retro Adjustments To Do** and **Submit**.

   NOTE: It will not be finalized until the HR partner has completed the Review for Retro Adjustments To Do.



2. Once the Review for Retro Adjustments has been submitted, the HR partner will see the following screen. This indicates the change was 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