

# Enter Retirement and Leave Accrual



People • Service • Business

LINK

Table of Contents:

Log in to the Employee Work Center .....3  
Enter Retirement & Leave Accruals.....3  
LINK Help Desk Contact Information .....4

## 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.

**Sign In to Workday:**

User Name

Password

**Sign In**

[Change Password](#) • [Forgot Password?](#)

**LINK**

EMPLOYEE WORK CENTER -- If you forgot your password, please click the "forgot password?" link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email.

## Enter Retirement & Leave Accruals

When you hire, transfer, or terminate an employee and the effective date is in the past, you will need to manually enter or terminate their retirement and leaves elections. You will get a **To Do** item in your Inbox to remind you to complete their retirement/leaves election changes. If the employee will not have any change in Benefits, the only process you will complete will be to change their leave to the correct group (for example, NAPE to Rules, or Rules to NAPE). You will use the date of the transfer into the new position for the effective date.

When you have an employee who has an FTE change from Full-time to Part-time or Part-time to Full-Time, you will use the Retirement and/or Leave event to change the employee's vacation and sick time earnings. The event to change **must be completely finalized** before changing the sick and vacation leave.

1. Type the employee's name in the **Search** box, then click the **Related Actions** icon next to the employee's name (using the employee type record), select **Benefits**, and then select **Change Benefits**.
2. Select the **Retirement and/or Leave Date Entry – Biweekly** or the **Retirement and/or Leave Date Entry – Monthly** option from the drop down menu in the **Benefit Event Type** field.
3. Type the actual hire/transfer/termination effective date in the **Benefit Event Date**.
4. In the **Submit Elections By** date field, DO NOT enter a date ... it will automatically populate with the last day the employee can open the event.
5. Select **Open** for the **Change Benefit Elections** next step.

## Enter Retirement and Leave Accrual

- The **Retirement Savings Elections** will automatically be **Elected**, (Education, Post-Secondary Education and State Patrol will have to elect the correct retirement plan since those agencies have two or more plans for which employee's may be eligible). Click **Continue**.

**NOTE: IF THE PERCENT FIELD UNDER THE EMPLOYEE CONTRIBUTION COLUMN IS BLANK, YOU WILL HAVE TO TYPE THE PERCENTAGE AMOUNT LISTED UNDER THE ALLOWED EMPLOYEE CONTRIBUTION TO PROCEED TO THE NEXT PAGE.**

- The **Vacation** and **Sick** leaves will be automatically populated to **Elect**, select **Continue**.  
**NOTE: IF YOU DO NOT SEE THE CORRECT LEAVE TYPES FOR THE EMPLOYEE (E.G. PART-TIME, NAPE, RULES, ETC.), THERE IS A PROBLEM WITH THE POSITION. IT MAY BE THAT THE APPROVAL PROCESS HAS NOT YET BEEN COMPLETED THROUGH ALL APPROVAL STEPS, OR THE DATE YOU ENTERED TO INITIATE THE EVENT MAY NOT BE THE CORRECT DATE.**
- Review any changes to employee's benefit plans, read the message below the **Electronic Signature**, click the **I Agree** box, and select **Submit**.
- On the next screen, select either **Print** or **Done**.
- You will be taken back to your home screen.
- Look for the **Enter Retirement and Leaves To Do** item in your inbox. If you are using the **Inbox**, click the **To Do** button/link for this item.
- Select **I'm Done** to remove this reminder from your Inbox.

## LINK Help Desk Contact Information

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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](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234