

What's New in Employee Worker Center

Employee Quick Reference

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PURPOSE

Effective September 9, 2017 there will be a new look to the Worker Profile in Employee Work Center. The home page will still look the same but when you view an employee record, you will notice a difference. This is an introduction to the new User Interface (UI).

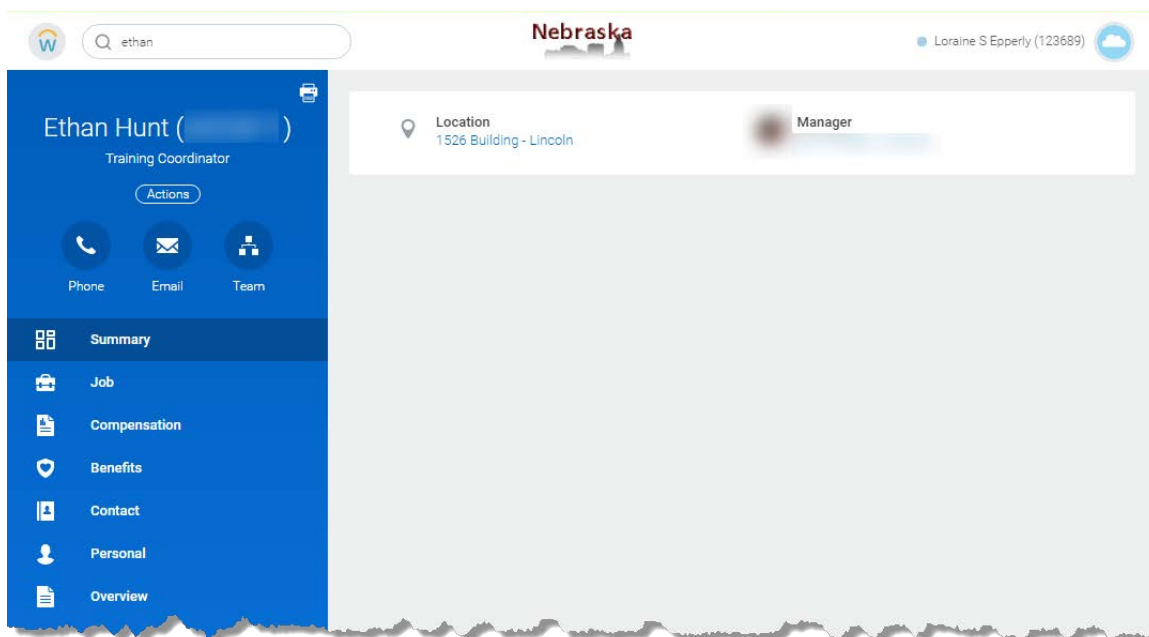
LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center 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).

WORKER PROFILE

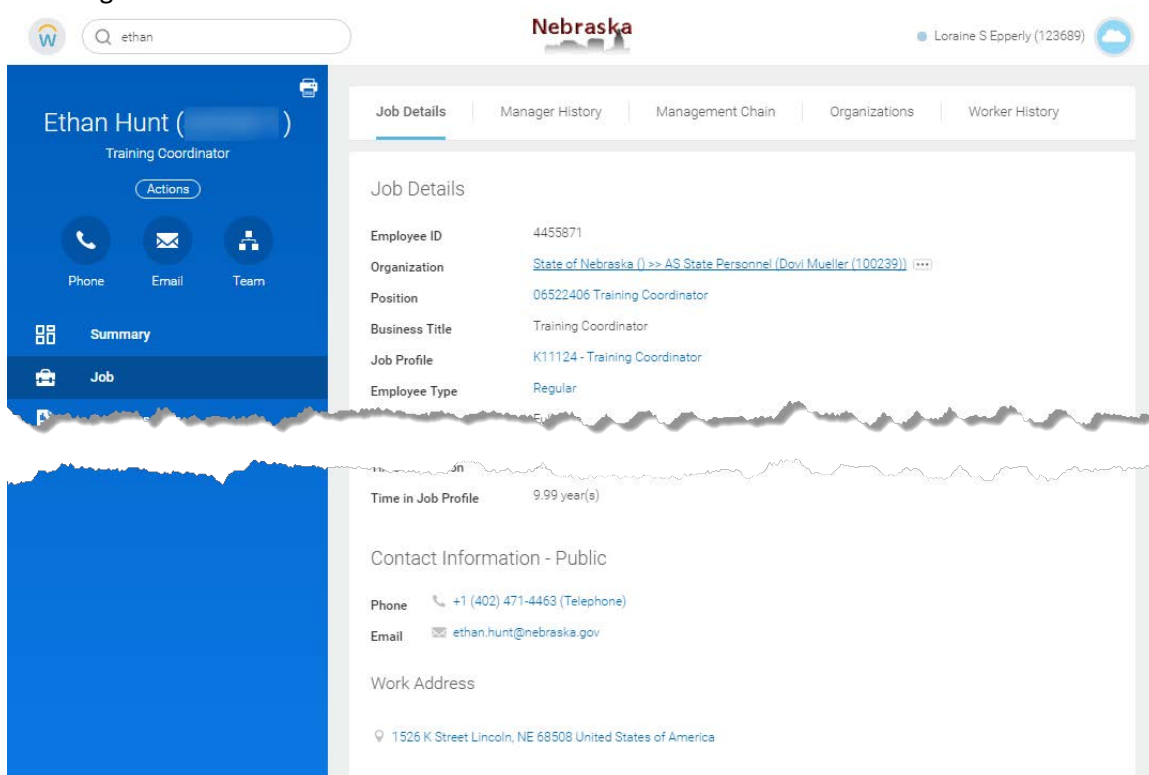
To view the new layout for an Employee Profile, click your name in the upper right corner and then click View Profile. A screenshot of the new Employee Profile layout is shown below.

To allay any immediate questions, the same information is still available ... it is just laid out a bit differently.



What's New in Employee Worker Center

1. On the Summary page for the Employee Profile, you will see some basic information,
 - a. On the left side of the page (in the blue section), you will see:
 - i. Employee Name and Employee ID.
 - ii. Job Title.
 - iii. Then, you will see the Actions button.
 - iv. Below that are icons for Phone (employee's public phone numbers), Email (employee's public email addresses), and Team (the Organization Chart of which that employee is a member).
 - v. Below the icons, you will see the same links you used to see on the right side of the Profile page:
 1. Summary.
 2. Job.
 3. Compensation.
 4. Benefits.
 5. Contact.
 6. Personal.
 7. Overview.
 - b. On the right side of the page, you will see the employee's Location and the employee's Manager.
2. Click the Phone or Email icon to see the related information. Or, it is displayed when you click the Job link on the left side of the page (in the blue section).
3. When you click the Job link, you will see the same links as in the previous UI, i.e.,
 - a. Job information.
 - b. Manager History.
 - c. Management Chain.
 - d. Organizations.
 - e. Worker History.



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4. You will see links for Compensation and Pay Change History when you click the Compensation link.

The screenshot shows the Nebraska Employee Worker Center interface. On the left is a blue navigation sidebar for user 'Ethan Hunt (Training Coordinator)'. The 'Compensation' link is highlighted. The main content area shows the 'Compensation' section with a table of 'Totals' and 'Plan Assignments'.

Total Salary & Allowances	Total Base Pay	Currency	Frequency
		USD	Hourly

Compensation Package: All State Employees Compensation Package
 Grade: K11124
 Company: State of Nebraska

Effective Date	Plan Type	Compensation Plan	Assignment
07/01/2017	Salary	Hourly Plan	USD Hourly

5. The remainder of the links in the blue section display the same information as in the previous UI, including:

- a. Benefits
 - i. Benefits information.
 - ii. Dependents information.
- b. Contact
 - i. Contact Information – Home Contact Information and Work Contact Information.
 - ii. Emergency Contacts.
 - iii. Support Roles.
- c. Personal
 - i. Personal Information.
 - ii. IDs.

6. The Overview link contains the same links as in the previous UI, i.e.,

- a. Job Details
- b. Manager History
- c. Contact
- d. Personal Information
- e. IDs
- f. Emergency Contacts
- g. Compensation
- h. Benefits
- i. Management Chain
- j. Organizations
- k. Support Roles
- l. Worker History

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