

Change Organization Assignments

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PURPOSE

The organization assignments are automatically populated from when the position was created. However, occasionally, they need to be modified or new Organization Assignment information needs to be added. You can Change Organization Assignments on an employee record, on an unfilled position, or on a filled position.

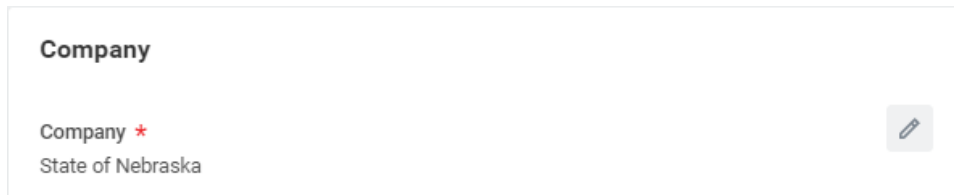
LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
 - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
 - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

MODIFY OR ADD ORGANIZATION ASSIGNMENTS

ON AN EMPLOYEE RECORD:

1. Search for and click the employee record.
2. From the Actions icon, go to Organization → Change Organization Assignments.
3. Enter the Effective Date.
4. Click OK.
5. Scroll to and click the field(s) that need to be edited/added; enter new data or change existing data.
 - a. Company (is ALWAYS State of Nebraska and should automatically default in).



Company

Company *

State of Nebraska

Change Organization Assignments

b. Cost Center (Required).

Cost Center

Cost Center *

- c. Security Business Unit (Required).
- d. Position Tracking (if used by your agency).
- e. EDC Group (preferred).
- f. Budget Program Number (Required).
- g. Organization Element (only NDOT).
- h. Location Type (preferred).

6. Click Submit.

ON A POSITION (FILLED OR UNFILLED):

1. Type the position number in the search box and press Enter.
2. You will see different screens and menus for vacant and filled positions.
 - a. If the position is currently vacant, you will see (Unfilled) following the title. From the related actions icon, go to Organization > Change Organization Assignments.
 - b. If the position is filled, you will see the employee's name following the position number and title.
 - c. Click first on the Position Restrictions link (outlined in red below).

Other	
Security Business Unit	
Grandfathered Employees - Benefits	
Business Unit	
Position Tracking	
EDC Group	
Matrix Orgs	
Budget Program Number	
Organization Element	
Department	
Location Type	

Supervisory Organization

Position Restrictions 06565103 Personnel Assistant - First Name Last Name (Emp ID)

Organization Assignments Budget Program Number: 065-605 Personnel Division

- d. On the next screen, click Actions and go to Organization > Change Organization Assignments.
- e. Click the pencil icon and enter the effective date for this change.
- f. See the rest of the process starting from Item #5 in the "On An Employee Record" section.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: as.linkhelp@nebraska.gov