

Close or Freeze Position

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PURPOSE

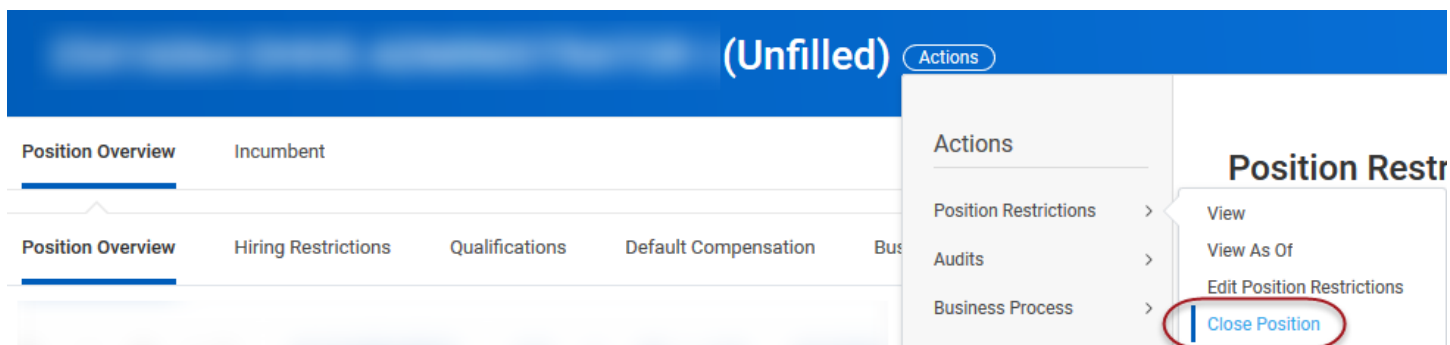
This is for HR Partners to manage positions. If you do not want a vacant position to show up on the Legislative Vacancy report, you can close or freeze the position. **NOTE: Once you close a position, you cannot “re-open” the position.**

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).

CLOSE A POSITION

1. Type the position number in the search box and press Enter.
2. Click Actions > Position Restrictions > Close Position.



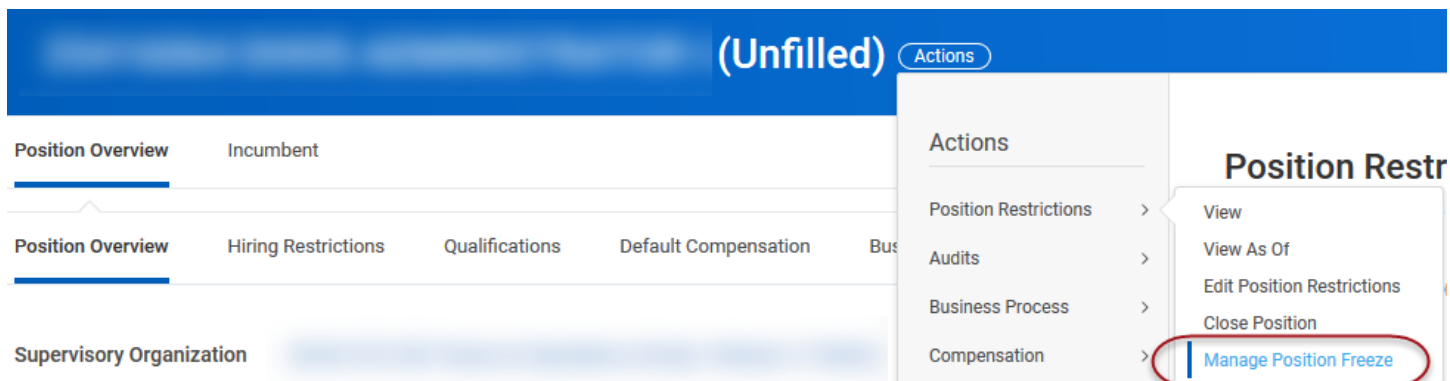
3. Choose the Close Reason from the following options:
 - a. Close Position or Headcount > Close Position > Budget Cut.
 - b. Close Position or Headcount > Close Position > No Longer Needed.
 - c. Close Position or Headcount > Close Position > Organization Restructure.

Close or Freeze Position

4. Select the Close Date.
5. Click Submit.

FREEZE/UNFREEZE A POSITION

1. Type the position number in the search box and press Enter.
2. Click Related Actions > Position Restrictions > Manage Position Freeze.



3. You have two options for Freeze (and two options for Unfreeze) for the **Freeze/Unfreeze Reason** ... choose your option, and then click the reason from the following options:
 - a. Freeze
 - i. Freeze Position, Headcount, or Job Group > **Freeze** > **Budget Freeze**.
 - ii. Freeze Position, Headcount, or Job Group > **Freeze** > **Hold for Organization Structure Review**.
 - b. Unfreeze
 - i. Freeze Position, Headcount, or Job Group > **Unfreeze** > Freeze Position, Headcount, or Job Group > **Unfreeze** > **Budget Unfrozen**.
 - ii. Freeze Position, Headcount, or Job Group > **Unfreeze** > Freeze Position, Headcount, or Job Group > **Unfreeze** > **Organization Structure Review Complete**.
4. Select the Freeze Date.
5. **IMPORTANT:** Click the box for **Frozen** (or, if unfreezing a position, uncheck that box).
6. Click Submit.

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

Phone: 402.471.6234