Deferred Compensation Plan (DCP) Contribution Add, Change, or Waive

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PURPOSE

This is for employees to initiate a Benefit Event to add or edit a Deferred Compensation Plan (DCP) contribution.

LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center can be accessed 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).

ADD A NEW DEFERRED COMP PLAN (DCP) OR CHANGE AN EXISTING DCP AMOUNT OR WAIVE DCP

1. On your Home Page, click the Benefits icon.
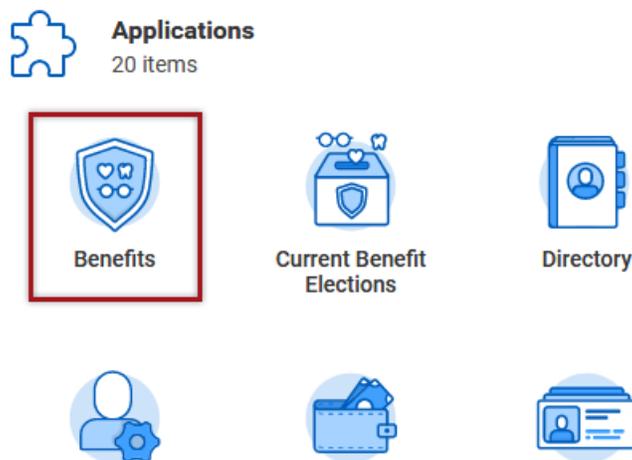
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2. On the left side of the screen, in the Change column, click Benefits.

3. In the Benefit Event Type dropdown, scroll to and select "Deferred Compensation Enroll/Change."

4. In the Benefit Event Date, click the calendar and select your desired effective date. *This event is not eligible to be backdated and you will not be able complete the event if a date prior to the current date is selected*.

    a. It will take effect the first of the month following your chosen Event Date.

5. At the bottom of the page, click Submit.

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Once you initiate the Deferred Compensation Enroll/Change life event, you must complete the event by entering your desired dollar amount for payroll deduction OR waiving your Deferred Comp Contribution.

1. On the "You have submitted" screen, click Open under Change Benefit Elections > View Details.

   a. Or, if that "dialog box" is gone, click your Inbox to locate the Deferred Comp event.

2. On the next page, click Let's Get Started.
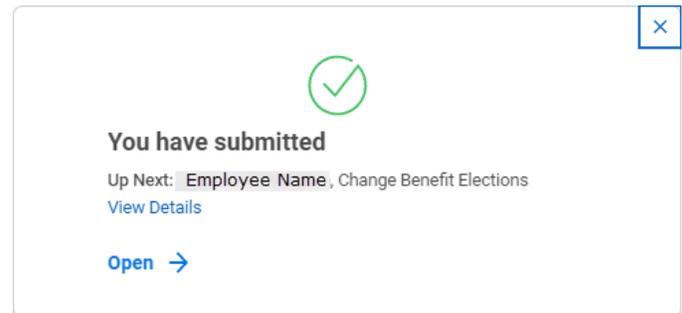
ADD OR CHANGE DOLLAR AMOUNT

1. On the next screen:

   a. If you are NOT currently enrolled, the tile shows Deferred Compensation Waived with Enroll below that.

   b. IF you ARE currently enrolled, the tile shows your current DCP contribution with Manage below that.

2. Click Enroll to create a new contribution or click Manage to edit your existing contribution.

   a. On the next screen, to start a new contribution, click the Select radio button.

3. Click Confirm and Continue.

4. Please read the General Instructions on the right side of the page before proceeding.

   a. There are links on this page for the following:

      i. Beneficiary Designation Form
      ii. Ameritas Online Access
      iii. DCP Plan Info Page/Plan Handbook

5. The dollar amount you enter will be based on your pay period structure, i.e., the amount will show either (Monthly) or (Semi-monthly), depending on how often you are paid.

6. In the Semi-monthly (or Monthly) Contribution box, do one of the following:

   a. If a new contribution, type the dollar amount in the Per Paycheck Contribution.

   b. For an existing contribution, change the dollar amount.

      NOTE: the minimum amount you can contribute is $25.00 per month.

7. Click Save

8. Click Review and Sign.

9. The next screen shows your DCP addition / change, including the dollar amount you entered.

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10. Scroll down the page a bit and click the box for I Accept.

11. Click Submit.

12. The next screen shows a View 2021 Benefits Statement button. To View and/or Print your new contribution amount, click that button. If desired, click Print on the next page.

WAIVE DEFERRED COMPENSATION CONTRIBUTION

1. On the next screen:

    a. IF you ARE currently enrolled, the tile shows your current DCP contribution with Manage below that.

2. Click Manage to edit your existing contribution.

3. On the next screen, to Waive your current contribution, click the Waive radio button.

4. Click Confirm and Continue.

5. Click Review and Sign.

6. Click Submit.

CONTACT INFORMATION

- **If you have questions about the Benefit Event in Workday, please contact your agency HR Partner.**

- If you have questions about your Deferred Compensation Plan contribution, or about the State's Deferred Comp Plan, please contact the Nebraska Public Employees Retirement Systems at 402-471-2053