

Edit Contact Information

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PURPOSE

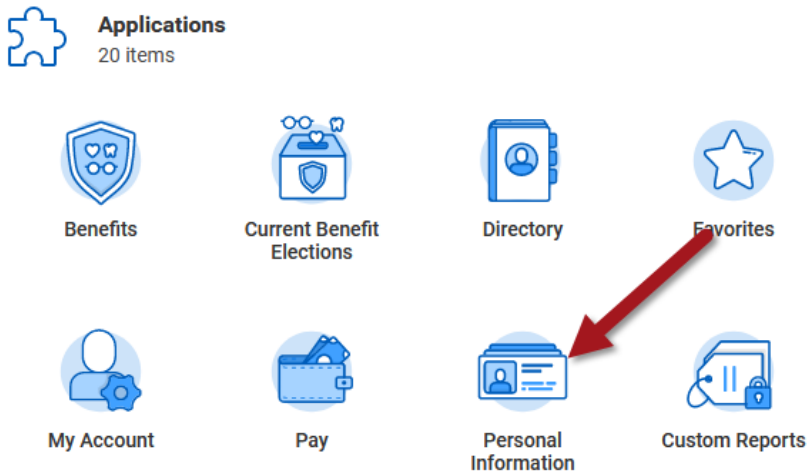
This is for employees to modify their contact information, e.g., their home address or personal phone numbers, their work phone number, and/or their work cell phone number.

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).

ADD OR CHANGE PERSONAL CONTACT INFORMATION

1. On your Home Page, click the Personal Information icon.



Edit Contact Information

2. On the next screen, click Contact Information in the Change column (on the left side).



CONTACT INFORMATION

1. The next screen is a summary of your Contact Information. To change anything, see below for Modify Contact Information.
2. Verify that your personal contact information is correct, including:
 - a. Your Home Address.
 - b. Your Phone Number.
 - c. Personal Email, if any have been entered.

My Contact Information Actions

Edit

Home Contact Information

Addresses 1 item Home Contact Information

Address	Usage	Visibility	Shared With	Effective Date
United States of America	Home (Primary) Mailing Street Address	Private		09/04/2020

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
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Email Addresses 2 items

Email Address	Usage	Visibility
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Work Contact Information

Addresses 1 item

Address	Usage	Visibility	Effective Date
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MODIFY CONTACT INFORMATION

1. To change any of your Contact Information, click the Edit button towards the top of the page, underneath “My Contact Information” (see red rectangle in screenshot above).
2. To edit existing information or add new information, either click the pencil icon to the right of the section OR hover over the section (you will see a light gray shading when you hover) and then click that section.
3. Click in the field(s) that needs to be changed, remove the current information, and then type the correct information.
4. To change other sections, click anywhere in the darker grey outside area to “exit” from the current selection. Then click in the next section you need to edit.
5. **Phone Numbers !!!IMPORTANT!!!**
 - a. First thing to do is click the drop-down for Phone Device, and select the type of device, i.e., Fax, Mobile, Pager, Radio Call, or Telephone.
 - b. **If you are adding or editing a phone number, DO NOT use parentheses, spaces, or dashes when you type the Phone Number ... JUST the number! It will “auto-format” once you click elsewhere on the page.**
 - c. If there is an extension, type it in the Phone Extension space.
 - d. In the Type, click the drop-down and select either Home or Work.
 - e. When you edit, or add, a phone number, make sure you verify the Visibility, either Public or Private. Click the arrow to the left of “Details” to view the Visibility field. Change, as necessary.
6. Scroll down the page a bit to view and/or edit your Work Contact Information.

IMPORTANT: you will not be able to change your Business Location information; that is assigned by the HR Partners. DO NOT add anything in the Alternate Work Location or Additional Address sections.

Phone Numbers !!!IMPORTANT!!!

7. The Additional Phone fields should be used for FAX numbers or work cell phone numbers.
8. Verify that all required fields have information, and that the information you entered is correct.
9. When you are done editing, or adding information, click Submit at the bottom of the page.
10. Click Done.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

1. Workday (Employee Work Center)
2. Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234