External Deductions - Bus Passes, Charitable Giving, Credit Union, Parking, Union Dues, Zoo Membership, etc.

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PURPOSE

This is for HR Partners to add or edit External Deductions. This includes, but is not limited to, the following deductions:

- Bus Passes

- Charitable Giving

- Credit Union

- Deferred Compensation **(ONLY use Deferred Comp External Deductions for SLEBC employees)**

- Parking

- Union Dues

- Zoo Membership

NOTE: It is VERY IMPORTANT that you never delete an external deduction. See Edit an External Deduction.

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 AN EXTERNAL DEDUCTION

1. In the Search box, type the employee name or employee ID. If the employee shows up in the quick results list, click her/his employee record. Else, click enter, then click on the employee record in the results.

2. Click Actions underneath the employee's Job Title.

3. Hover on Payroll Interface and then click Maintain Input.
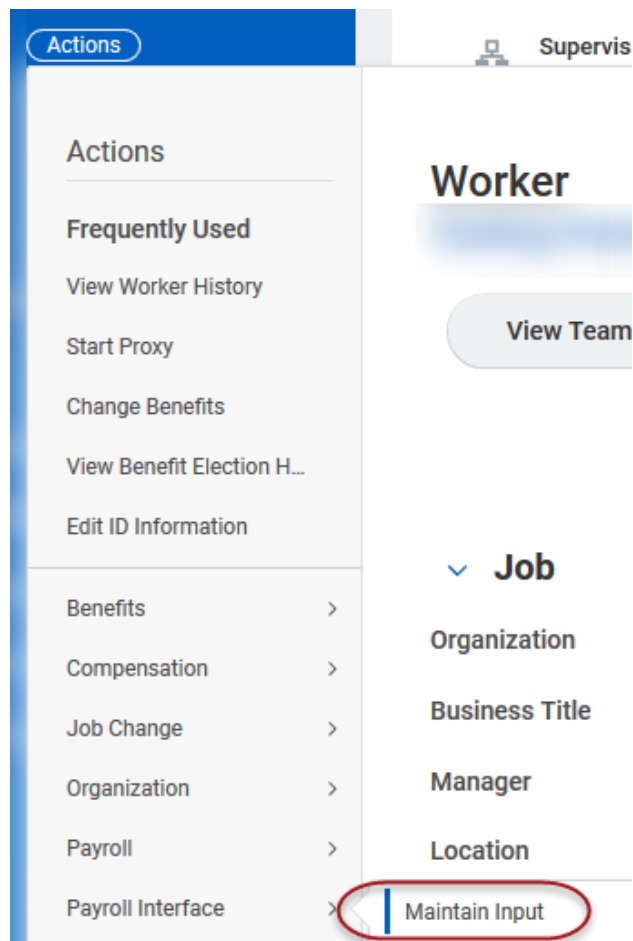
4. Click OK to see all external deductions for the employee.

5. If there are existing external deductions, you will need to click the plus icon in the upper left corner of the existing external deductions list to add a new deduction. If there are no existing external deductions, a blank line will be displayed with the Start Date defaulted to the current date.

6. On the new row, click the search prompt in the *Earning/Deduction field to find the external deduction you wish to add. For a quicker search, type part of the name of the deduction, then press enter.

    a. Example: searching for "parking east" returns two results … PARKING - EAST GARAGE - STATE PARKING BW and PARKING - EAST GARAGE - STATE PARKING M.

7. You MUST enter at least a Start Date.

    NOTE: The Start Date must be within current pay period, or the pay period just prior to the current period, in order to be included in the Payroll Interface. The system will not recognize start dates before the prior pay period and will not send the new deduction over to Payroll & Financial Center.

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8. If you know, for a fact, when the deduction will end, you can also enter an End Date, else leave it blank.

	Payroll Input	*Earning/Deduction	*Start Date	End Date
⊖		✕ PARKING - 1313 FARNAM STREET GARAGE LL ☰	10/22/2020 📅	12/31/2020 📅

9. Enter the dollar amount into the field in the Input Value column (to the far right of the screen).

Input Value
0.00

10. Click OK to submit the external deduction.

EDIT AN EXTERNAL DEDUCTION (CHANGE DOLLAR AMOUNT OR ADD AN END DATE)

1. In the Search box, type the employee name or employee ID. If the employee shows up in the quick results list, click her/his employee record. Else, click enter, then click on the employee record in the results.

2. Click Actions underneath the employee's Job Title.

3. Hover on Payroll Interface and then click Maintain Input.

4. Click OK to see all external deductions for the employee.

5. To edit an external deduction, change the information in the field you wish to edit (example: change the dollar amount in the Input Value field).

6. To end an external deduction, type an End Date for that deduction.

   REMINDER: DO NOT DELETE an external deduction by clicking the minus symbol. You must enter an End Date on the deduction for it to be processed correctly to the Payroll & Financial Center. Deleting a deduction in EWC does not delete the deduction in PFC.

7. Click OK to submit the changes.

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