

FTE Change (Full Time to Part Time or Part Time to Full Time)

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PURPOSE

When an employee has a change to her/his FTE that puts them in a different benefit eligibility plan, you will need to enter their benefit changes in the Employee Work Center. After the position has been edited, or transferred, and approved by State Personnel and State Budget (if required), you will receive a **To Do to Edit Position – Change Benefits or Transfer Employee – Benefit Change** item in your Inbox.

IMPORTANT: The Job Change process to complete the FTE change for the employee must be completed prior to initiating this Benefits Change event.

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).

FTE CHANGE (FULL TIME TO PART TIME OR PART TIME TO FULL TIME)

1. Search for and click the record for the employee, using her/his name or her/his Employee ID.

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- Click **Actions** beneath the employee's name, then hover over **Benefits** and click **Change Benefits**.



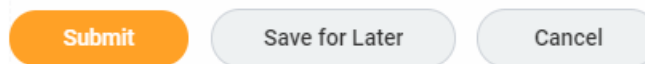
- In **Change Reason**, click the drop-down arrow, scroll to and click **Part-time to Full-time/Full time to Part time**.

Change Reason *

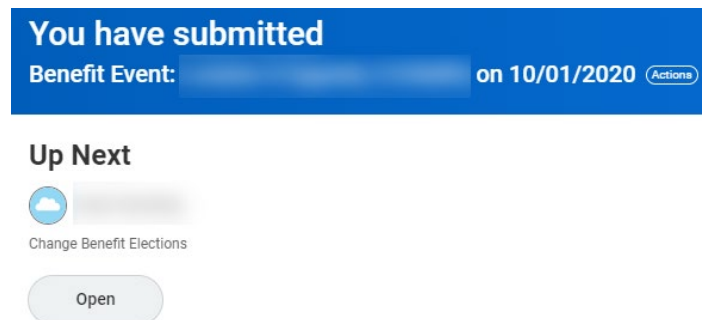
Benefit Event Date *

Submit Elections By *

- In **Benefit Event Date**, enter the Effective Date of the Job Change event changing this person from part-time to full-time or vice versa.
- DO NOT enter a date in the Submit Elections By date field ... this field will automatically populate with the calculated deadline.
- Click Submit.



- Once you submit the event, the following window will display. Click **Open**.



- If applicable, any Elections that can be changed will show either Enroll or Manage on that specific Tile.

NOTES

- Since the FTE has changed, the employee will have only the benefits for their new status, i.e., newly part time employees will display the part time Medical options, while newly full-time employees will have the full time Medical Plans displayed.
- If the employee was enrolled in a Medical plan before the FTE change, their Medical elections will display as waived. If they wish to continue their plans, you will need to elect the same plan type at the new FTE level.

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9. On the next screen, click Let's Get Started.

Change Benefit Elections

Initiated On 10/09/2020

Submit Elections By 10/10/2020

Let's Get Started

CHANGE BENEFIT ELECTIONS

MEDICAL, DENTAL, VISION

1. The dental and vision elections for the employee should default to their current elections, if any. These plans are not eligible to be changed through this FTE change event.
2. If the employee was enrolled in a Medical plan before the FTE change, their Medical elections will display as waived. If they wish to continue their plans, you will need to elect the same plan type at the new FTE level. If nothing had been previously elected, click Enroll on the Medical tile to sign the person up for a new Medical plan. Click Enroll/Manage to make appropriate changes to the Benefit Election.
 - a. If you click Enroll/Manage on any Election tile and make a change on that Election, click Confirm and Continue.
 - b. If you change anything, you may be asked to select, or confirm, the Coverage, i.e., Employee Only, Employee + Spouse, etc.
 - c. Once you do that, click Save.

HEALTH SAVINGS ACCOUNT

2. The enrollment for the Health Savings Account will be available if the employee has the Consumer-Focused High Deductible plan elected in conjunction with a Health Savings Account.
 - a. Click Enroll on that tile.
 - b. Click Select and then click Confirm and Continue.
 - c. You will need to designate an amount to be withdrawn, either in the Per Paycheck field, or in the Annual field.
 - d. Click **Save**.

DEPENDENT AND MEDICAL FLEX

1. The enrollment for Medical and Dependent Flex will default to the employee's current election, if any. Changing the employee's FTE does not allow any changes to either flex account.

NOTE: The employee will not be able to make changes to their Dependent Flex or Medical Flex Accounts until the next open enrollment or a qualifying life status change.

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INSURANCE PLANS

1. If the employee is changing to full-time, make sure that the Basic Life option is Elected.
 - a. Click Enroll on the Basic Life tile.
 - b. Click Select.
 - c. Click Confirm and Continue.

NOTE: The next screen will request that you add Beneficiaries ... see next section.

All Other Insurance Plans for the employee will default to current enrollment on this screen, if any.

BENEFICIARY DESIGNATIONS

1. The HR partner can create the Beneficiaries at this time or have the employee complete that step prior to doing the enrollment event. Beneficiaries will be assigned during this event.

NOTE: All percentages for Primary and Contingent Beneficiaries must total 100%.

2. Click **Save**.

W-2 ELECTIONS

You must designate if the employee wants to receive their W-2 electronically or via regular mail.

1. Click Enroll/Manage on the W-2 Elections tile, click Select, and then click Confirm and Continue.
2. On the next screen,
 - a. Select No to elect that a paper copy be mailed, OR
 - b. Select Yes for an electronic copy.
3. Click **Save**.

BENEFIT ELECTIONS REVIEW

1. Review the enrollment for the employee.
2. Click **I Agree** at the bottom of the Electronic Signature page.
3. Click **Submit** to submit your enrollment elections for this event, or:
 - a. **Save for Later** – Save the process and submit later (not recommended).
 - b. **Go Back** – Go back to the previous pages in the event.
 - c. **Cancel** – Returns to the Tiles screen to save or review and sign. This event will not go to the teammate's inbox. The event will stay in your Inbox, unprocessed, until you submit it or you ask a Benefits Partner to cancel the process.

NOTE: On the next screen, click the **View 2020 Benefits Statement** to review the changes and/or print a copy for the employee's records.

ADDITIONAL STEPS

1. The submitted event will be sent to the Benefits Team to review and approve.
 - a. If the Benefits Partner does not have all the correct details, she/he will send the process back to the HR Partner and coordinate with the HR Partner about the corrections.
 - b. If the dates of the process are incorrect, the request will be cancelled and will need to be re-done with the correct date. The Benefits Partner coordinate with the HR Partner about the corrections.
 - c. The HR Partner will make the necessary changes and add required attachments or comments.
2. The Benefits Partner will receive the event to review again. If everything is in order, the Benefits Partner approves the event. The benefit changes will update for the employee according to the submitted elections and the set event date.
3. Once approved, the HR Partner will receive a **To Do: Review for Retro Adjustments** in her/his Workday Inbox.
 - a. The To Do is a reminder for the HR Partner to validate whether any retro adjustments need to be made to the employee's benefit deductions in E1.
 - b. FYI, we now have a Quick Reference Guide to help you with the Review for Retro Adjustments process.
4. Click the **To Do**.
5. Click **Submit**.

CONTACT INFORMATION

Benefits-related questions

Email as.employeebenefits@nebraska.gov, or call 402-471-4443 (Lincoln) 877-721-2228 (Outside Lincoln).

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