

Manage Probation Periods

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PURPOSE

This document provides instruction for adding the probation period during the hire event and at any time outside of the hire 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).

ADD PROBATION DURING HIRE EVENT

1. Click the Add Probation Period button.

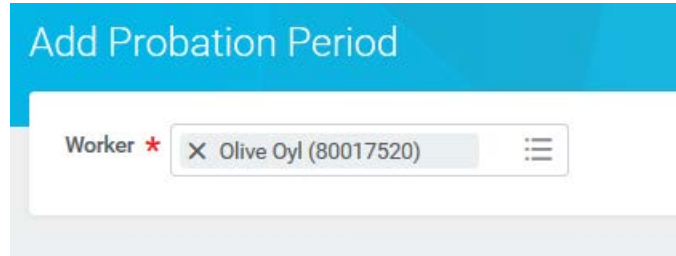
Complete To Do Add Probation Period

For	04600005 Administrative Assistant I
Overall Process	Hire: Olive Oyl (80017520)
Overall Status	Successfully Completed
Calendars In Use	Consecutive Days (No Calendars Selected)
Instructions	Enter original probation period via Job Change > Manage Probation Periods

Add Probation Period

Manage Probation Periods

2. Type the worker's name in the Worker field.

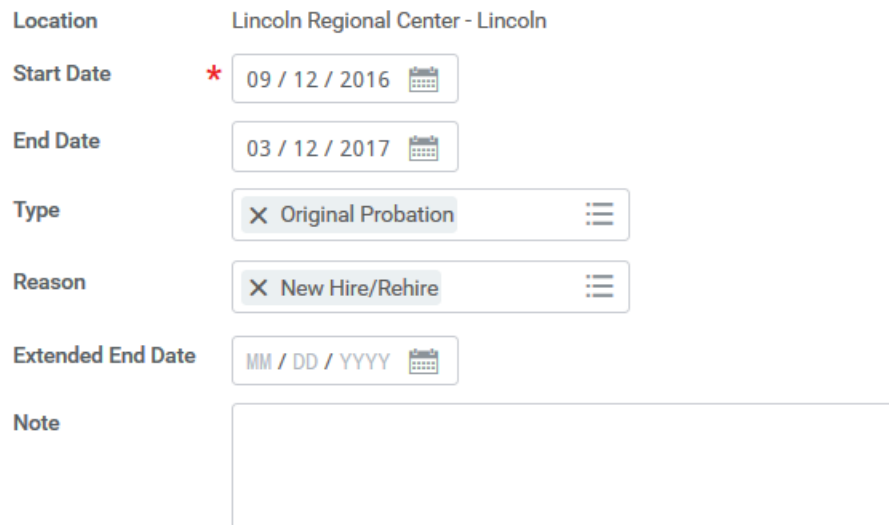


The screenshot shows a blue header bar with the text "Add Probation Period". Below the header, there is a form field labeled "Worker" with a red asterisk. The field contains the text "X Olive Oyl (80017520)" and a menu icon (three horizontal lines) to its right.

3. Click OK.
4. On the Add Probation Period screen, fill in the following fields:
 - a. Start Date (Defaults to Hire Date).
 - b. End Date (Usually six months from Hire Date).
 - c. Type (Original Probation).
 - d. Reason (New Hire/Rehire).
 - e. You can add comments about the probation period in the Note field, if desired. However, be careful what you enter ... this becomes permanent and is visible to others.

← Add Probation Period Olive Oyl (80017520) ⋮

04600005 ADMINISTRATIVE ASSISTANT I - Olive Oyl (80017520)



The screenshot shows the "Add Probation Period" form for Olive Oyl (80017520). The form is titled "04600005 ADMINISTRATIVE ASSISTANT I - Olive Oyl (80017520)". The fields are:

- Location:** Lincoln Regional Center - Lincoln
- Start Date:** * 09 / 12 / 2016 (with a calendar icon)
- End Date:** 03 / 12 / 2017 (with a calendar icon)
- Type:** X Original Probation (with a menu icon)
- Reason:** X New Hire/Rehire (with a menu icon)
- Extended End Date:** MM / DD / YYYY (with a calendar icon)
- Note:** A large empty text area for comments.

5. Click Submit
6. You should see this message Process Successfully Completed.
7. Return to your Inbox.

Manage Probation Periods

- Find and click the To Do: Add Probation Period item in your inbox.

Complete To Do **Add Probation Period** ⋮

12 minute(s) ago - Due 09/13/2016; Effective 09/12/2016

For 04600005 Administrative Assistant I
Overall Process Hire: Olive Oyl (80017520)
Overall Status Successfully Completed
Calendars In Use Consecutive Days (No Calendars Selected)
Instructions Enter original probation period via Job Change > Manage Probation Periods

Add Probation Period

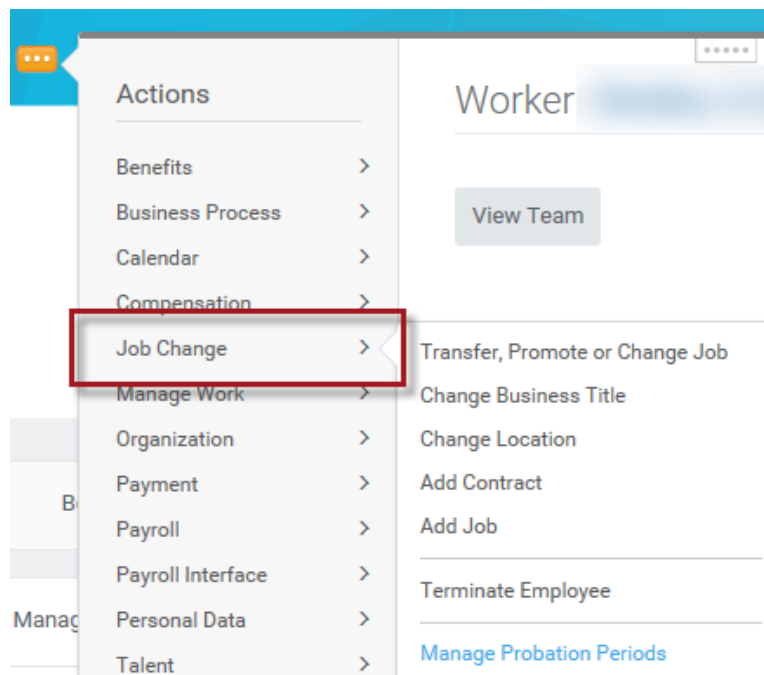


enter your comment

- Click Submit to move the process to the next step.

MANAGE PROBATION PERIODS AFTER HIRE

- Search for and select the employee record, using her/his name or Employee ID.
- From the related actions icon off the employee name, go to Job Change > Manage Probation Periods.



Manage Probation Periods

3. Click Add to add a new probation period or click Edit to change the End Date of a current probation period. An employee cannot be on more than one probation period at a time.
4. When adding a new probation period, fill in the Start Date, End Date, Type and Reason fields (see screenshot on page two). You can add notes about the probation period. However, be careful what you enter ... this becomes permanent and is visible to others.
5. Click Submit, then click Done. You will be taken back to Employee Probation Periods screen. The Position at Probation Start field is defaulted in.

REPORTING

A report called **Probation Periods (SoN)** has been created to pull information about employees on probation. You can run it by Effective Date, Entry Date, or Effective As of Date (none of which are required). You must fill in the name of the organization (e.g., your agency name or number). Be sure to select the supervisory organization type in order to get staffing information.

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