Enter Retirement and Leave Accrual

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PURPOSE

When you hire, transfer, or terminate an employee and the effective date is in the past, you will need to enter the appropriate Benefit Change event, either **Retirement and/or Leave Date Entry - Biweekly** or **Retirement and/or Leave Date Entry - Monthly**. You will see a **To Do** item in your Inbox to remind you to complete the retirement/leave election changes. If the employee will not have any change in Benefits, the only process you will need to complete will be to change their leave to the correct group (for example, NAPE to Rules, or Rules to NAPE). The effective date will be the date of the promotion/demotion/transfer into the new position.

When you have an employee, who has an FTE change from Full-time to Part-time or Part-time to Full-Time, use the Retirement and/or Leave Date Entry event to change the employee's vacation and sick time earnings.

- IMPORTANT: The Job Change event **must be completely finalized** before entering the Retirement and/or Leave Date Entry event.

IMPORTANT: For an employee to be eligible to pay into Retirement, her/his Citizenship Status field MUST be populated, and, with one of the following:

- Citizen (United States of America) OR
- Lawful Permanent Resident (United States of America).

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).

ENTER RETIREMENT & LEAVE ACCRUALS

1. Search for and click the employee record, using either her / his name or Employee ID.
2. Click the **Actions** icon below the employee's Job Title, select **Benefits**, and then select **Change Benefits**.
3. Select the **Retirement and/or Leave Date Entry - Biweekly** or **Retirement and/or Leave Date Entry - Monthly** option from the drop-down menu in the **Change Reason** field.

4. Type the actual hire/promotion/demotion/transfer effective date in the **Benefit Event Date.**

5. Do not enter a date in the Submit Elections By date field … this field will automatically populate with the calculated deadline.

6. Click Submit. Once you click Submit, the following window will display. Click Open.

You have submitted
Benefit Event: ▮▮▮▮▮▮▮▮▮ on 10/01/2020 (Actions)

Up Next

☁ ▮▮▮▮▮▮

Change Benefit Elections

(Open)

7. 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)

8. The **Retirement Savings Elections** SHOULD be **Elected** (Education, Post-Secondary Education and State Patrol will have to elect the correct retirement plan since those agencies have two or more plans for which employees may be eligible).

   NOTE: If a percent amount does not show up on the Retirement Tile, you will have to type in the correct percentage amount using the following steps.

   a. Click Manage on the tile.

   b. Make sure the Retirement election is Selected (not Waived).

   c. Click Confirm and Continue.

   d. If necessary, click in the Contribution (%) field to enter, or modify, the correct percentage.

   e. Click Save.

9. The **Vacation** and **Sick** leaves SHOULD populate to the correct Leave Plans and SHOULD be elected**.**

   NOTE: If you do not see the correct leave types for the employee (e.g. part-time, NAPE, Rules, etc.), there is a problem with the position. It may be that the approval process has not yet been completed through all approval steps, or the date you entered to initiate the event may not be the correct date.

10. Click Review and Sign.

11. Review the next page to make sure everything is set up correctly.

    a. If necessary, you can add Attachment on this screen.

12. If all looks well, click **Submit.**

    NOTE: On the next screen, click the View 2020 Benefits Statement to review the changes and/or print a copy.

13. Return to your Inbox and look for the **Enter Retirement and Leaves To Do** item in your inbox. If you are using the **Inbox**, click the **To Do** button/link for this item.

14. Select **I'm Done** to remove this reminder from your Inbox.

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