View or Print Form 1095

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PURPOSE

This is for employees to print a paper copy of their Form 1095. Your Form 1095 may be used for proof of insurance when filing your Federal incomes taxes.

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).

VIEW OR PRINT FORM 1095

There are two different methods to access your 1095 form.

1. **Option 1 (the easiest)**

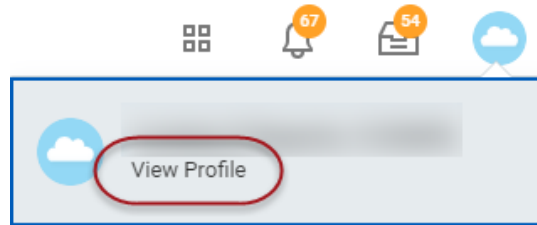   a. On your Home Page, click the Benefit icon.

Benefits

    b. On the right side of the screen, under External Links, click the link for My 1095 Forms.

    c. Proceed to Step #3 on the next page.

2. Option 2

    a. On your Home Page, click your name (OR, if applicable, your photograph) in the upper right-hand corner, and then click View Profile. This will display your employee information.

    b. On the next page, click Actions immediately below your Job Title.

    c. On the menu that displays, scroll to Benefits, then down to the bottom to find, and then click on, View My ACA Forms. Your menu items may be different than what is shown below, depending on your Roles and your Security in Workday.
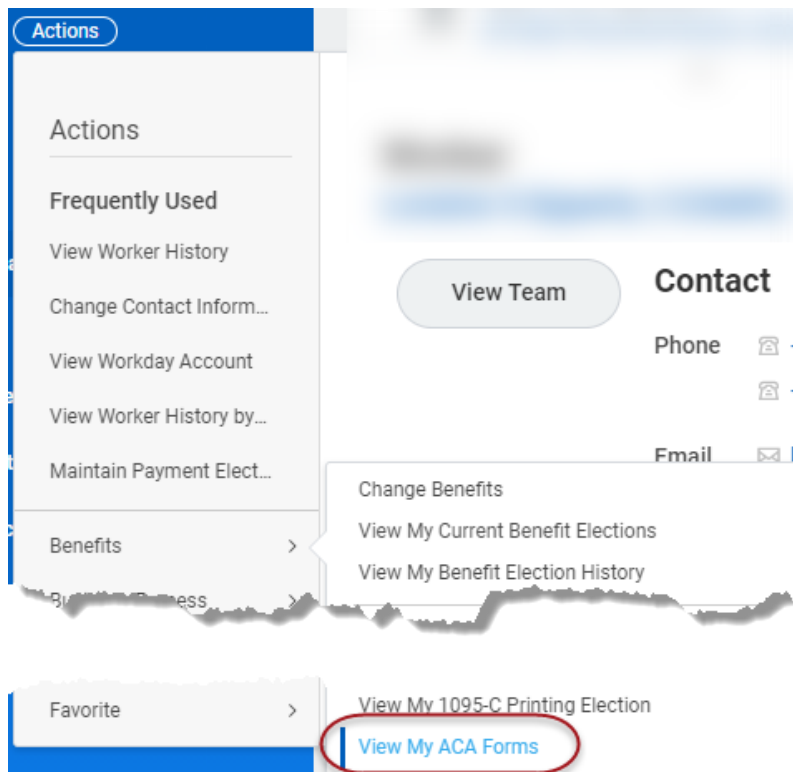
3. My ACA Forms – shows a list of the 1095-C Forms that have been generated for you in Workday. On the right side, click the button to View/Print one of the forms.

Year	Company	Form	
2015	State of Nebraska	1095-C	View/Print

4. Depending on which browser you are using, and your browser settings, you may see a prompt/dialog box to indicate that a pop-up was blocked. You will either need to contact your agency IT support for assistance, or, if you are familiar with changing your browser settings, you can allow pop-ups from the Workday website.

5. The screenshots below show examples of page 1 and, if needed, page 3. You will only have a page 3 if you have more than five dependents. Page 2 contains instructions about the form for the employee.

- Page 1 – includes Part I Employee, Part II Employee Offer and Coverage, and Part III Covered Individuals.

- Page 3 – a continuation of Part III Covered Individuals.

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