

# Change Organization Assignments

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## PURPOSE

The organization assignments are automatically populated from when the position was created. However, occasionally, they need to be modified or new Organization Assignment information needs to be added. You can Change Organization Assignments on an employee record, on an unfilled position, or on a filled position.

## 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).

## MODIFY OR ADD ORGANIZATION ASSIGNMENTS

### **ON AN EMPLOYEE RECORD:**

1. Search for and click the employee record.
2. From the Actions icon, go to Organization → Change Organization Assignments.
3. Enter the Effective Date for this change.
4. Click OK.
5. Scroll to and click in the field(s) that need to be changed/added; enter new data or change existing data.

## Change Organization Assignments


- a. Company (should always be State of Nebraska and should automatically default in).

### Organizations

#### Company

Company \*

State of Nebraska




- b. Cost Center (Required).

### Cost Center

Cost Center \*

65081111 Training



1. Security Business Unit (Required).
2. Position Tracking (if used by your agency).
3. EDC Group (Required).
4. Budget Program Number (Required).
5. Organization Element (ONLY used by NDOT).

6. Click Submit.


### ON A POSITION (FILLED OR UNFILLED):

1. Type the position number in the search box and press Enter.
2. You will see different screens and menus for vacant and filled positions.
  - a. If the position is currently vacant, you will see (Unfilled) following the title. From the related actions icon, go to Organization > Change Organization Assignments.
  - b. If the position is filled, you will see the employee's name following the position number and title.


### Other

Security Business Unit

S650




Position Tracking




EDC Group

65 ADMINISTRATIVE SERVICES




Budget Program Number

065-605 Personnel Division



Organization Element



## Change Organization Assignments

- c. Click first on the Position Restrictions link (outlined in red below).

Supervisory Organization

Position Restrictions

06565103 Personnel Assistant -

First Name Last Name (Emp ID)

Organization Assignments

Budget Program Number: 065-605 Personnel Division

- d. On the next screen, click Actions and go to Organization > Change Organization Assignments.
- e. Click the pencil icon and enter the effective date for this change.
- f. Scroll down through the organizations and click in the fields to change/add as needed. If necessary, change any of the following fields (see screenshots on pages 1 and 2):
- Company (should always be State of Nebraska and should automatically default in).
  - Cost Center (Required).
  - Security Business Unit (Required).
  - Position Tracking (if used by your agency).
  - EDC Group (Required).
  - Budget Program Number (Required).
  - Organization Element (ONLY used by NDOT).
- g. Click Submit.

### 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](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234