

# Edit Contact Information

## CONTENTS

Purpose .....	1
Log in to the Employee Work Center .....	1
Add or Change Personal Contact Information .....	1
Contact Information.....	2
Modify Home Contact Information.....	2
Modify Work Contact Information .....	3
AlertSense Notifications.....	6
Link Help Desk Contact Information .....	6

## PURPOSE

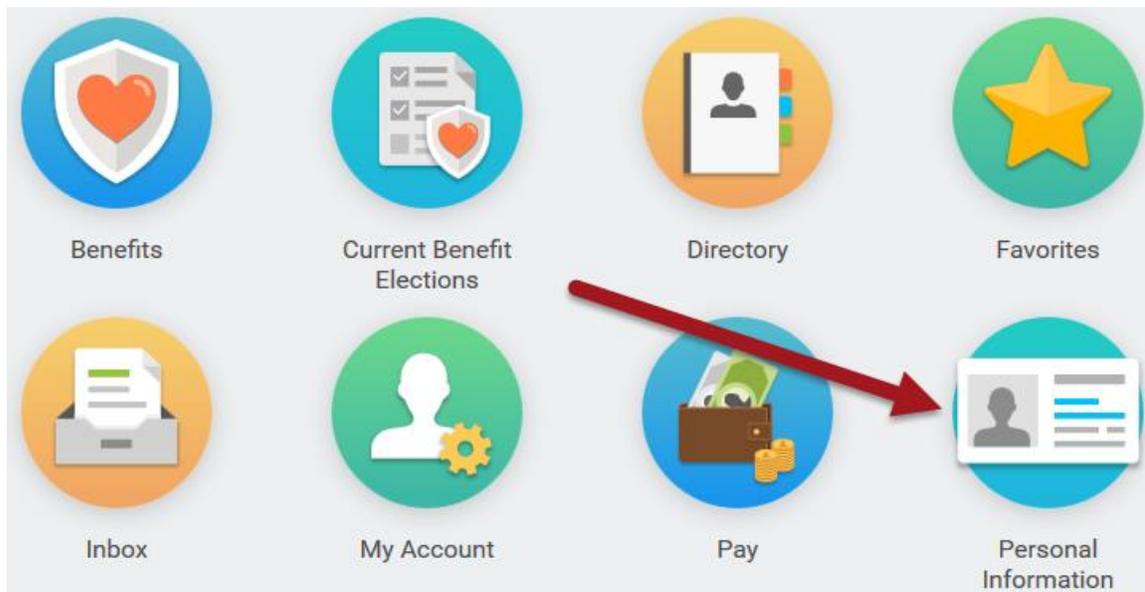
This is for employees to modify their contact information, e.g., their home address or personal phone numbers, and/or their work phone number and/or work cell phone number.

## LOG IN TO THE EMPLOYEE WORK CENTER

1. Log in to the Employee Work Center, which can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

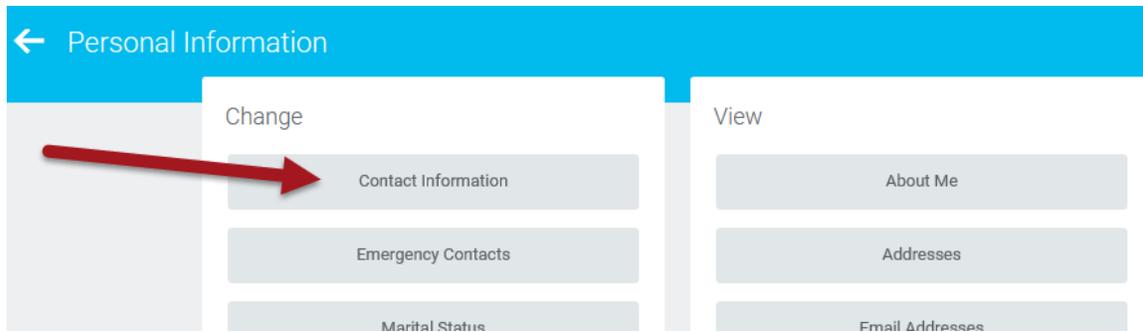
## ADD OR CHANGE PERSONAL CONTACT INFORMATION

1. On your Home Page, click the Personal Information icon.



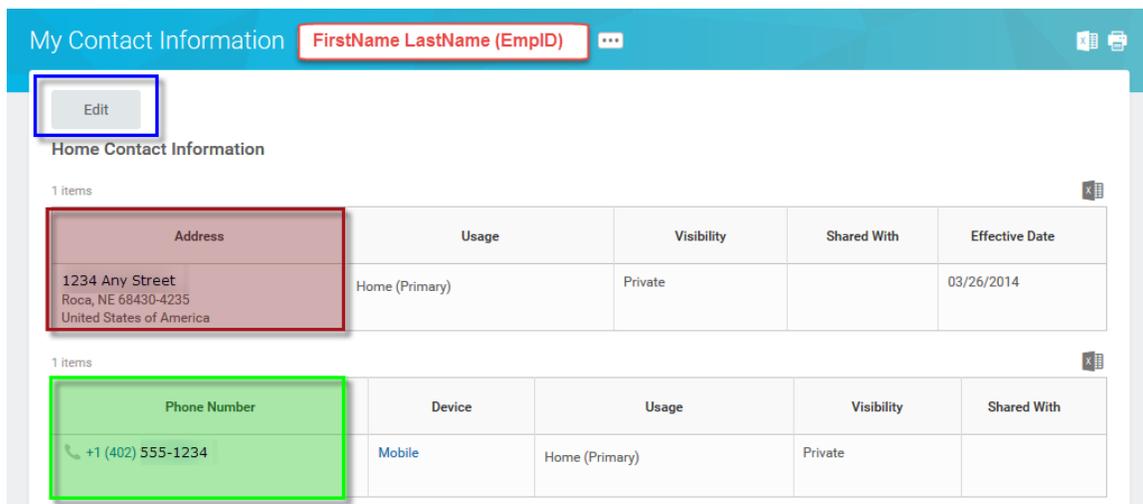
## Edit Contact Information

- On the next screen, click Contact Information in the Change column (on the left side).



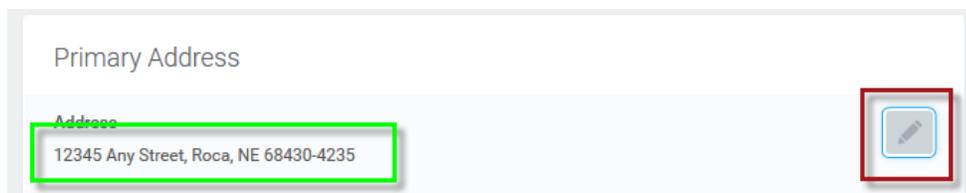
## CONTACT INFORMATION

- The next screen is a consolidated list of all of your Contact Information. Check the information to verify it is correct. To change anything, see the sections below for Modify Home Contact Information and Modify Work Contact Information.
- Verify that your personal contact information is correct, including:
  - Your home address (the red rectangle).
  - Your phone number (the green rectangle).



## MODIFY HOME CONTACT INFORMATION

- To change any of your Contact Information, click Edit towards the top of the page, underneath “My Contact Information” (see blue rectangle in screenshot above).
- To edit or add, either click the pencil icon to the right of the section (red rectangle), or hover over the section you want to change, and then click that section (green rectangle; you will see a light gray shading when you hover over an area that can be edited).



### Edit Contact Information

3. On the next screen, if you are changing your Home Address, change the Effective Date, as appropriate.



4. Click in the field(s) that needs to be changed and type the correct information (see Address Line 1 below, where the address information is highlighted).



5. To change other information, click anywhere in the darker grey outside area to “exit” from the current selection. Then click in the next section you need to edit.
6. **IMPORTANT:** On the Phone Numbers, if you are adding or editing a phone number, be sure to:
  - a. **Type the Area Code in the appropriate space (purple rectangle in screenshot below).**
  - b. **Type the seven-digit phone number in the appropriate space, using this format – ###-#### – remember to use a dash (green rectangle below).**
  - c. **If you have an extension, type it in the Phone Extension space (blue rectangle below).**



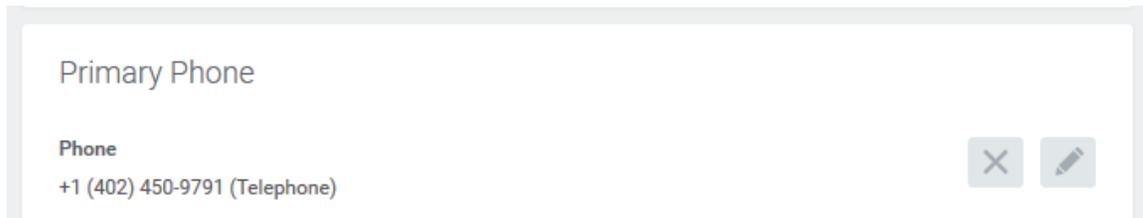
7. Verify that all required fields have information, and that the information in those fields is correct.

### MODIFY WORK CONTACT INFORMATION

1. After you click the Edit button, scroll down to the Work Contact Information section.
2. For any section you need to change, either click the pencil icon to the right of the section, or hover over the section (you will see a light gray shading when you hover) and then click that section. **IMPORTANT:** you will not be able to change your Business Location information; that is assigned by the HR Partners. **DO NOT** add anything in the Alternate Work Location or Additional Address sections.

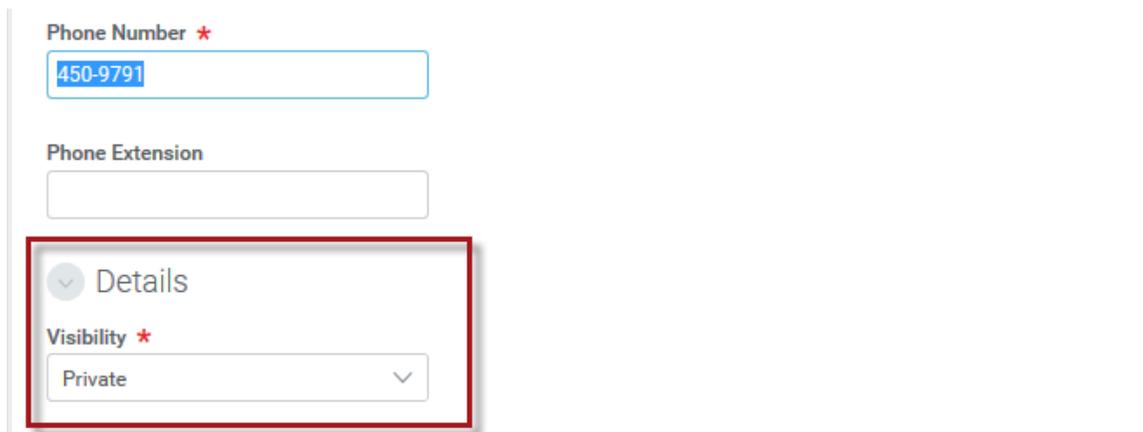
### Edit Contact Information

3. Scroll down to the section you need to change, for example, Primary Phone or Additional Phone (should be used for FAX numbers or work cell phone numbers), or Primary Email (your Work email).



The screenshot shows a form section titled "Primary Phone". Below the title, there is a label "Phone" and a text input field containing "+1 (402) 450-9791 (Telephone)". To the right of the input field are two icons: a grey square with a white 'X' and a grey square with a white pencil.

4. To edit existing information, hover over and click in the section. Highlight the field to be changed and type the correct information (see Phone Number field below, where the Phone Number is highlighted ... see IMPORTANT notes below in #7).



The screenshot shows a form section with two input fields. The first is labeled "Phone Number" with a red asterisk and contains the text "450-9791" which is highlighted in blue. The second is labeled "Phone Extension" and is empty. Below these fields is a section titled "Details" with a downward arrow icon. Inside the "Details" section, there is a label "Visibility" with a red asterisk and a dropdown menu showing "Private" with a downward arrow.

5. To change other information, click anywhere in the darker grey outside area to "exit" from the current selection. Then click in the next section you need to edit.
6. When you edit, or add, a phone number, make sure you verify if it should be Public or Private. Do this by clicking the arrow to the left of "Details" on each phone number. Change it, as necessary.
7. **IMPORTANT:** On the Phone Numbers, If you are adding or editing a phone number, be sure to:
  - a. **Type the Area Code in the appropriate space (purple rectangle in screenshot below).**
  - b. **Type the seven-digit phone number in the appropriate space, using this format – ###-#### – remember to use a dash (green rectangle below).**
  - c. **If you have an extension, type it in the Phone Extension space (blue rectangle below).**



The screenshot shows a form section with three input fields. The first is labeled "(+1)" and is empty. The second is labeled "Area Code" and contains the text "402", highlighted with a purple rectangle. The third is labeled "Phone Number" with a red asterisk and contains the text "123-4567", highlighted with a green rectangle. Below these fields is a section titled "Details" with a downward arrow icon and a label "Phone Extension" with an empty input field, highlighted with a blue rectangle.

## Edit Contact Information

- Verify that all required fields have information, and that the information in those fields is correct.
- When you are done editing, or adding, all appropriate information, click the Submit button at the bottom of the page.

Change Contact Information **FirstName LastName (EmpID)**

When you change/update your Contact Address as an Employee it **DOES NOT** update your Dependent(s) Contact Address.  
Please update your Dependent(s) contact address if it has changed also.

Home Contact Information

Primary Address

Address  
1234 Any Street, Roca, NE 68430-4235

Usage

Submit Save for Later Cancel

- Click Done.



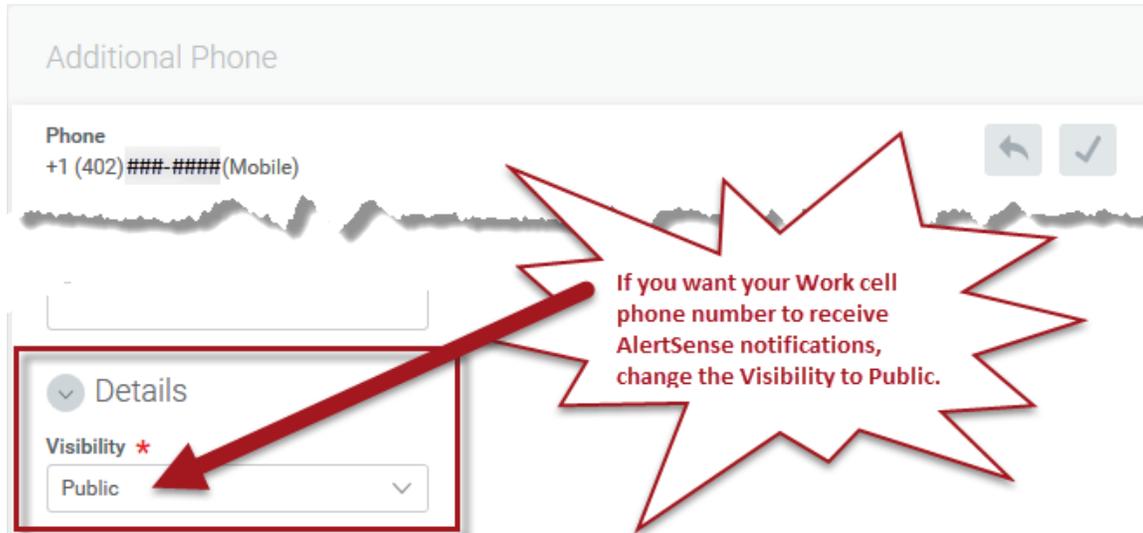
Process Successfully Completed

> Details and Process

Done

## ALERTSENSE NOTIFICATIONS

1. If you want your work cell phone number to receive text messages about weather alerts, etc., be sure to change the Visibility of that number to Public, in the Details for that phone number. Once you change it to Public, that phone number will be included in the information sent to AlertSense.



## LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234