

Move Worker (Supervisory)

CONTENTS

Purpose	1
Log in to the Employee Work Center.....	1
Checklist	1
Move Worker (Supervisory).....	2
Organization Assignments	3
Link Help Desk Contact Information	4

PURPOSE

This is for HR Partners to reassign employees (workers) from one supervisor (“Supervisory Organization”) to another.

Use this process if you are ONLY moving employees and/or vacant positions to another supervisor. If there needs to be additional changes to the employee, you need to use the Change Job process. If changes, other than supervisory, need to be made to a position, then you would do an Edit Position Restrictions on the position.

Throughout this document, we will refer to moving workers. In all cases, this means employees and/or vacant positions.

LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center 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).

CHECKLIST

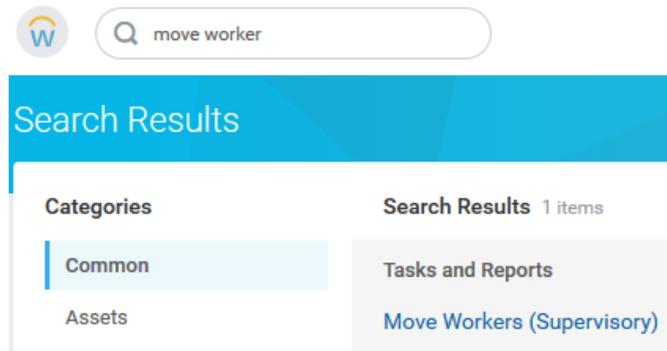
You will need the following items to move workers to a different supervisor:

- Current Supervisory Organization (Supervisor’s Name or Employee ID)
- Effective Date
- Proposed Supervisory Organization (Supervisor’s Name or Employee ID)
- Cost Center (home business unit)
- Security Business Unit
- EDC Group
- Budget Program Number

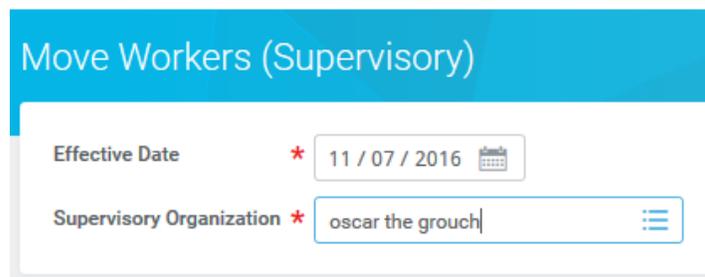
Move Worker (Supervisory)

MOVE WORKER (SUPERVISORY)

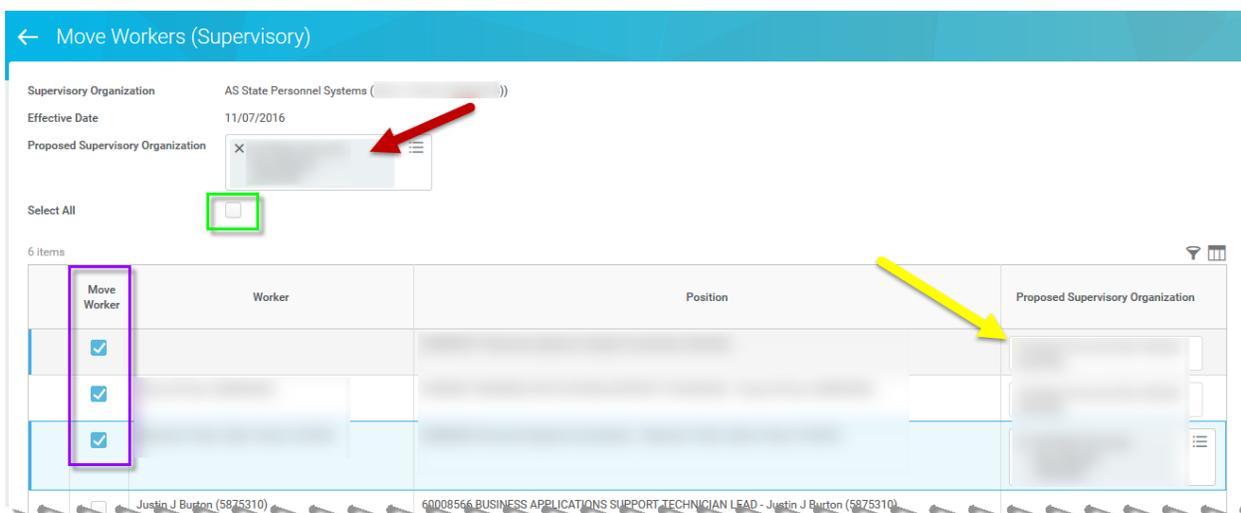
1. Type move worker in the search field and press enter. Click the task for Move Workers (Supervisory).



2. On the next screen, select the Effective Date and current Supervisory Organization (Manager Name). Before clicking the search prompt for the Supervisory Organization, type some of the text for a quicker search (e.g., the supervisor's name or her/his Employee ID).
3. Be sure that the correct Supervisory Organization populates into the box ... some managers have more than one Supervisory Organization.
4. Click OK.



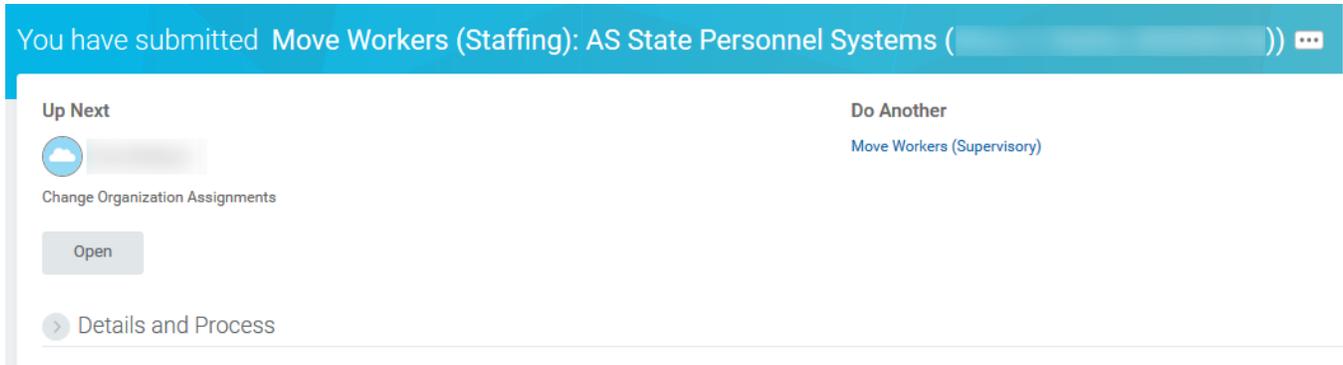
5. If you are moving all workers in the current Supervisory Organization to the same new Supervisory Organization, type the Proposed Supervisory Organization at the top of the screen (red arrow), and check the box immediately below that to Select All (green box). (See the next item if all workers are not being moved to the same supervisor.) If you enter a Supervisory Organization into the Proposed Supervisory Organization at the top of the page, it will populate for all of the workers and vacant positions in the list that you check under Move Worker (purple box).



Move Worker (Supervisory)

- If you are only moving one, or some, of the workers, check the box in the Move Worker column to the left of the name for each worker you wish to move.
- On the right side of the page, type the Proposed Supervisory Organization (or the manager's name or the manager's Employee ID) (see yellow arrow above). Do not use the Proposed Supervisory Organization at the top of the screen if the workers are being moved to different supervisors.
- Click Submit.

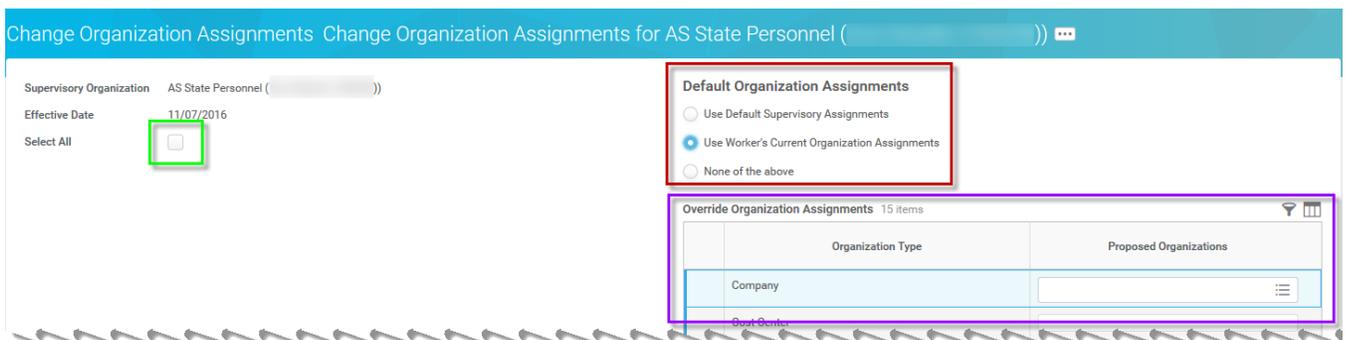
You will be directed to the next step to Change Organization Assignments. Click Open.



ORGANIZATION ASSIGNMENTS

The next step is Change Organization Assignments. You should at least verify that the Cost Center and the Security Business Unit are correct for this move.

- On this screen, in the Default Organization Assignments section, select one of the following (at the top right of the page, red box below):
 - Use Default Supervisory Assignments. (Do not use this option as we do not attach organization assignments to supervisory organizations.)
 - Use Worker's Current Organization Assignments. (Before selecting this option, scroll all the way to the bottom of the screen to ensure that the current organizations listed are correct.)
 - None of the Above. (If any of the current organization assignments need to be changed or are blank, then you will need to select this option and scroll down to enter all the Proposed Organizations.)



- If you are moving more than one worker, you can click Select All (green box, under Effective Date at the top left of the page), and then enter the correct Organization Assignments in the Override Organization Assignments section (purple box in screenshot above). If you type new Organization Assignments in the Override section, it will populate for all workers in the section at the bottom of the page (green box in screenshot on next page).

Move Worker (Supervisory)

3. You can also change the Organization Assignments in the Proposed Organizations column in the section at the bottom of the screen for each worker individually. Be sure to check the Assign Organizations box for each worker (red box below).
 - a. Company – should default to State of Nebraska; if not, please select it.
 - b. Cost Center.
 - c. Security Business Unit.
 - d. You should also complete the following:
 - i. Position Tracking (if your agency uses this item).
 - ii. EDC Group (Required).
 - iii. Budget Program Number (Required).
 - iv. Organization Element (if your agency uses this item).

1 item

Assign Organizations	Position	Proposed Supervisory Organization	Organization Assignments		
			Organization Type	Current Organizations	Proposed Organization
<input checked="" type="checkbox"/>	06580502 IT Business Systems Analyst Coordinator (Unfilled)	AS State Personnel (Dovi Mueller (100239))			
			Company	State of Nebraska	State of Nebraska
			Cost Center	65080002 PERSONNEL SYSTEM	65080002 PERSONNEL SYSTEM
			Security Business Unit	S650080000 AS STATE PERSONNEL	S650080000 AS STATE PERSONNEL
			Position Tracking		
			EDC Group	65 State Personnel Organizational Dev	65 State Personnel Organizational Dev
			Matrix Orgs		
			Budget Program Number	065-605 Personnel Division	065-605 Personnel Division
			Organization Element		

4. After completing this screen, choose one of the following options:
 - a. Submit – to submit and complete the business process.
 - b. Save for Later – to save your changes but not submit.
 - c. Cancel – cancel the process.

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

Phone: 402.471.6234