

Move Worker (Supervisory)

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PURPOSE

This is for HR Partners to reassign workers (or vacant positions) from one Manager (“Supervisory Organization”) to another.

Use this process ONLY if you are moving workers and/or vacant positions to another Manager. If there needs to be additional changes to the worker, 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 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).

CHECKLIST

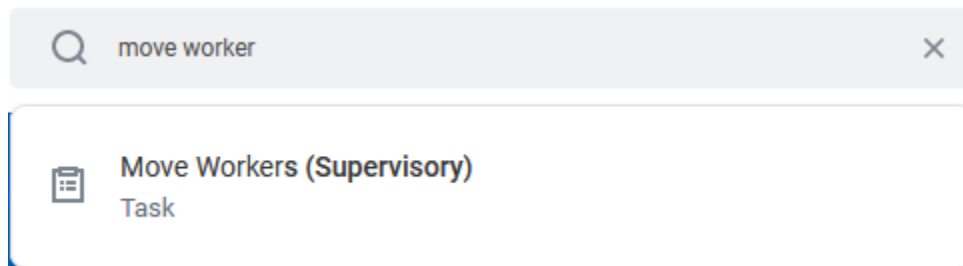
You will need the following items to move workers to a different Manager:

- | | |
|--|---|
| <input type="checkbox"/> Current Supervisory Organization (Manager’s Name or Employee ID) | <input type="checkbox"/> Cost Center (home business unit) |
| <input type="checkbox"/> Effective Date | <input type="checkbox"/> Security Business Unit |
| <input type="checkbox"/> Proposed Supervisory Organization (Manager’s Name or Employee ID) | <input type="checkbox"/> EDC Group |
| | <input type="checkbox"/> Budget Program Number |

Move Worker (Supervisory)

MOVE WORKER (SUPERVISORY)

1. Type move worker in the search field; you should see Move Workers (Supervisory) populate below the search box. Click that task.



2. On the next screen, select the Effective Date and current Supervisory Organization (Manager Name).
HELPFUL HINT: Before clicking the search prompt for the Supervisory Organization, type some, or all, of the name of the Sup Org for a quicker search (e.g., the Manager'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.

MOVE ALL WORKERS

- a. To move all workers to the same new Supervisory Organization, type the Proposed Supervisory Organization at the top of the page.
- b. Check the box immediately below that for Select All.
- c. If you enter a Supervisory Organization into the Proposed Supervisory Organization at the top of the page, it will populate for all workers and vacant positions in the list that are selected in the Move Worker column below.

MOVE ONE OR SOME WORKERS

- a. 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.
 - b. On the right side of the page, type the Proposed Supervisory Organization (or the manager's name or the manager's Employee ID).
5. 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.

Move Worker (Supervisory)

- On this screen, in the Default Organization Assignments in the upper right-hand corner, select one of the following:
 - 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. (If you select this option, be sure to scroll to the bottom of the page to verify that the current organization assignments shown 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 under Effective Date at the top left of the page, and then enter the correct Organization Assignments in the Override Organization Assignments section.
 - 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.
 - 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).
- 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.
- After completing this screen, choose one of the following options:
 - Submit – to submit and complete the business process.
 - Save for Later – to save your changes but not submit.
 - Cancel – cancel the process.

The screenshot shows the 'Other' section of the Move Worker (Supervisory) interface. It contains five input fields, each with a numbered callout (1-5) indicating a required field:

- 1. Security Business Unit (Required): A red-bordered input field containing 'S650'.
- 2. Position Tracking (if used by your agency): A blue-bordered input field.
- 3. EDC Group (Required): A red-bordered input field containing '65 ADMINISTRATIVE SERVICES'.
- 4. Budget Program Number (Required): A red-bordered input field containing '065-605 Personnel Division'.
- 5. Organization Element (ONLY used by NDOT): A purple-bordered input field.

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