

# External Deductions

## Bus Passes, Charitable Giving, Credit Union, Deferred Compensation, Parking, Union Dues, Zoo Membership, etc.

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### **PURPOSE**

This is for HR Partners to add or edit External Deductions. This includes, but is not limited to, the following deductions:

- Bus Passes
- Charitable Giving
- Credit Union
- Deferred Compensation
- Parking
- Union Dues
- Zoo Membership

NOTE: It is VERY IMPORTANT that you do not delete an external deduction. See Edit an External Deduction.

### **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).

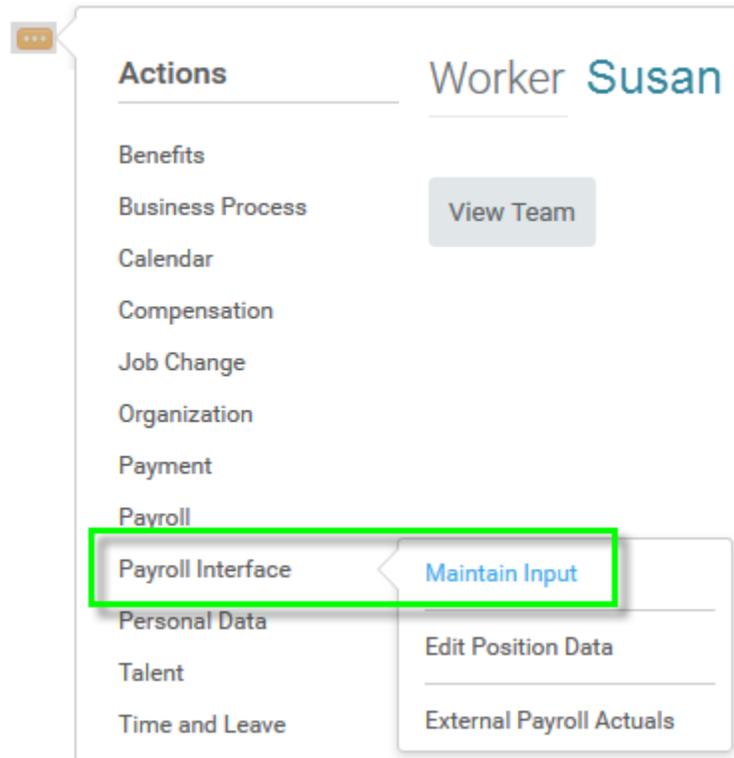
### **ADD AN EXTERNAL DEDUCTION**

1. In the Search box, type the employee name or employee ID, and the press enter to view your search results.

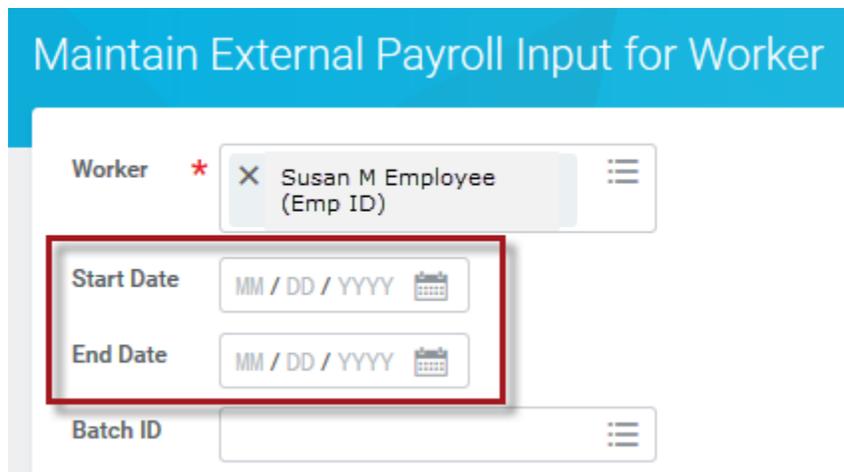
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2. In the results, click the Related Actions icon behind the employee's name. Go to Payroll Interface, and then click Maintain Input.



3. On the next screen, click OK to see all external deductions for the listed employee. To narrow the list of records that display, enter a Start Date and End Date and then click OK.



4. If there are existing external deductions, you will need to click the plus icon in the upper left corner of the existing external deductions list to add a new deduction. If there are no existing external deductions, a blank line will be displayed with the Start Date defaulted to the current date.

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5. On the new row, click the search prompt in the \*Earning/Deduction field to find the external deduction you wish to add. For a quicker search, type part of the name of the deduction, then press enter. Example: searching for “parking east” returns two results ... PARKING - EAST GARAGE - STATE PARKING BW and PARKING - EAST GARAGE - STATE PARKING M.
6. You MUST at least enter a Start Date. The Start Date must be within current pay period, or the pay period just prior to the current period, in order to be included in the Payroll Interface. The system will not recognize start dates before the prior pay period and will not send the new deduction over to Payroll & Financial Center. If you know when the deduction will end, with 100% certainty, you can also enter an End Date, else leave it blank.

*Earning/Deduction	*Start Date
PARKING - EAST GARAGE - STATE F	04/23/2014
ASSOCIATION DUES - ST PATROL BENEV ASSN DUES	07/01/2011

7. The dollar amount is entered into the field in the Input Value column (to the far right of the screen).

Input Value
15.00

8. Click OK to submit the external deduction.

### **EDIT AN EXTERNAL DEDUCTION (CHANGE DOLLAR AMOUNT, OR ADD AN END DATE)**

1. In the Search box, type the employee name or employee ID, and then press enter to view your search results.
2. In the results, click the Related Actions icon behind the employee’s name. Go to Payroll Interface, and then click Maintain Input.
3. Click OK to see all external deductions. To narrow the list of external deductions that displays, enter a Start Date and End Date and then click OK.
4. To edit an external deduction, change the information in the field you wish to edit (example: change the dollar amount in the Input Value field).
5. To end an external deduction, type an End Date for that deduction. REMINDER: DO NOT DELETE an external deduction by clicking the minus symbol. You must enter an End Date on the deduction for it to be processed correctly to the Payroll & Financial Center. Deleting a deduction in EWC does not delete the deduction in PFC.
6. Click OK to submit the changes.

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### **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