LINK: EMPLOYEE WORK CENTER

1. **Benefits Enrollment**
2. **Changes to Benefits or Dependency Coverage**
3. **Changes to Direct Deposit**
4. **Changing Contact Information**

Go to the LINK WEBSITE: **http://link.nebraska.gov**

Additional information about DHHS Benefits is on the DHHS New Employee and DHHS Employee Resource webpages.

After reading through the different insurance options, click on the "**Employee Work Center**" link to enroll for insurances.

More information about health benefits can be found on the MyUHC website.

1. Completing Benefits Enrollment online in the Employee Work Center

If you have questions, please contact **DHHS.MyHR@nebraska.gov**

1. At the **Employee Work Center** enter your user ID and password. These will be emailed to you in your first two weeks of employment. If you do not receive them, please contact the DHHS Help Desk at 402-471-9069. You will also be required to answer three security questions the first time you log in. The answers are case sensitive and used if you need to reset your password in the future.
2. If this is your first time signing on, click on the OK, Get Started button to begin.
3. Click on your Inbox. Find the message that is labeled Benefit Change – New Hire.

4. Click on benefit change to open the event.
5. The first screen will allow you to select medical, dental, and vision coverage. Be sure to scroll down to view all available elections.
6. Click **Elect** on you chosen plan and then click on the prompt in the coverage column to choose the level of coverage you want.
7. If you choose employee + spouse + children or family, you will need to click on the prompt in the enroll dependents column, then list out names of those to be covered. See the *Options Enrollment Guide* on the Wellness and Benefits, or Employee Resources websites for a definition of an eligible dependent.

8. Click on **Create** and then **Add My Dependent From Enrollment** each time to add a new dependent.

9. You will be asked whether the dependent you are adding will also be a beneficiary. If you select yes, you will have the option to list this individual as a beneficiary for your life insurance later in the event. Click **OK** to continue.

10. Enter your dependent's name, relationship to you, date of birth, and gender. Under National ID's, click **ADD** to add their social security number. Social security numbers are required for any dependent enrolling in medical, dental, or vision coverage. Update the address and phone numbers as needed. Click **OK** to save the information.

11. That dependent has been added. Repeat steps 10 – 12 for any additional dependents.

12. Now that the dependents have been added, you can select their names from the list on enrollments in dental or vision.

13. Click **Continue** once you are done with your medical, dental, and vision elections.

14. If you elect the Medical – United Health Care PPO Consumer Focused Health Plan (HSA Eligible), you will now have the option to enroll in the Health Savings Account (HSA) through Optum Bank. You can Elect or Waive this option.
    a. If you elect the plan, enter the number of remaining deductions in the plan year. The plan year runs from July 1st through June 30th and there are two deductions per month. Count the number of months from when your benefits begin through June to determine the total number of pay periods you will contribute. If you need assistance calculating the number of remaining deductions, please contact MyHR. Enter the amount you want withheld as either a biweekly deduction or enter the annual amount and it will calculate the biweekly deductions
    b. NOTE: if you elected the Regular Plan or Wellness Plan, you will see the HSA option but you will not be allowed to elect it.

15. Make your elections for medical and dependent care flexible spending accounts.
    a. The Medical Flex plan is for eligible health care expenses for you and your family. The Dependent Flex plan is for child or elder care expenses for eligible dependents. If you do not have any eligible dependents, do not enroll in the Dependent Flex plan.
    b. NOTE: if you enrolled in the Optum Bank HSA, you are not eligible to enroll in the Medical Flex plan. You may still choose to enroll in the Dependent Care Flex plan.
    c. Before you can enter the amount you wish to contribute to Flex, you must enter the number of remaining deductions in the plan year. The plan year runs from July 1st through June 30th and there are two deductions per month. Count the number of months from when your benefits begin through June to determine the total number of pay periods you will contribute. If you need assistance calculating the number of remaining deductions, please contact MyHR. Enter the amount you want withheld as either a biweekly deduction or enter the annual amount and it will calculate the biweekly deductions

16. Click **Continue** to move on to the life and long term disability elections.

17. If you are a full-time employee, you will be automatically enrolled in basic life insurance. Elect any long term disability or supplemental life insurance options that you want and click **Continue**.

18. You will then need to list your beneficiaries for any elected life insurance plans. Use the plus sign to add a beneficiary to each plan. If your dependents are your beneficiaries, you can select their name

from the list. Otherwise, you will need to click Create and add a new beneficiary. Complete the elections for primary and contingent beneficiaries in the right hand column and then click **Continue**.

19. On the W-2 election, check the **Elect** option. Under the coverage option, you can either select **Yes** to receive it electronically, or **No** to have a paper copy mailed to your home address. Then click **Continue**.

20. You will now have the chance to review the benefit elections you have made. Please review this carefully to ensure you have the right plans elected and the correct dependents (spouse and/or children) and beneficiaries listed. NOTE: You may use the **Go Back** button at the bottom of the screen to return to the previous screens and make any necessary changes.

21. Use the scroll bar on the right hand side of the screen to scroll down and review the electronic signature. Read the electronic signature and then mark **I Agree**.

22. Click **SUBMIT** when you are ready to complete the new hire benefits enrollment process. This will send your elections to the payroll office and begin deductions on the appropriate pay period.

23. On the final screen there is an option to print your benefit elections. It is highly recommended that you print your elections confirmation and save it. Once you are done printing, click the **Close** button.

REMEMBER:

➢ **Your elections must be submitted within 30 calendar days of your hire date.**

➢ **You are locked into your elections until the next Open Enrollment event, unless you experience a Qualifying Life Event. Open Enrollment is typically in May of each year.**

➢ **Mistakes or omissions cannot be corrected after the 30-day enrollment until the next Open Enrollment event takes place.**

2. Making Changes to your Benefits, or Dependent Coverage information

Benefit changes are allowed during the annual Open Enrollment period. However, when you experience a Qualified Life Event, such as marriage, divorce, or birth of a child, the Employee Work Center enables you to make changes to your benefits. For all Qualified Life Events, the State Employee Wellness and Benefits office will require documentation specific to the event. To find out whether your life event requires a benefit change, or for assistance, contact your State Employee Wellness Benefits Office at 402-471-4443.

**Note**: Benefit changes **MUST** be initiated within 30 calendar days of the Qualifying Life Event.

1. Go to the LINK website at http://link.nebraska.gov and click Employee Work Center
2. Log on using your assigned user ID and password. Use the Forgot Password button for a password reset

3. Click on Benefits
4. Keep your dependent addresses up-to-date for insurance purposes. If you are adding new dependents to your coverage, you will first need to create a record for them by going to Dependents under the **Change** heading.
   a. Click **Add**
   b. Click on the 📝 icon next to each required field with a red asterisk * and enter the necessary information.

   c. NOTE: National IDs under Identifier Information is where the social security number will go. Social security numbers are required for any dependents enrolled in medical, dental or vision coverage, EXCEPT for newborns.
   d. Click **Submit** and then **Done**
   e. Repeat the process for any other dependents and then move on to step 5.
5. Click on the Benefits icon again.
6. Under the **Change** heading select the appropriate Benefit Event Type:
   a. Beneficiary change – will update your life insurance beneficiaries. This can be done at any time and does NOT require any supporting documentation.
   b. Birth of a Child/Adoption – Requires a government issued birth certificate or legal adoption paperwork. A social security number for the newborn is not required initially but must be provided as soon as it is available. Use date of birth as event date.
   c. Dependent Gain or Loss of Coverage – to remove a spouse or child from coverage because they have obtained coverage elsewhere. Requires documentation of the new coverage.
   d. Divorce – to remove an ex-spouse due to divorce. May not be done until 6 months after the divorce decree is signed. Requires the divorce decree as documentation.

e. Loss of Other Credible Coverage – to enroll yourself or your dependents in coverage because group coverage has been dropped somewhere else, such as when a spouse leaves their job. Requires documentation showing the loss of coverage.

f. Marriage – to add a new spouse to coverage or to drop coverage because you are going on your spouse's coverage. Requires official marriage license as documentation.

g. Medicare/Medicaid Change – to add or remove dependents due to becoming eligible for or losing eligibility for Medicare/Medicaid. Requires documentation of the gain or loss of coverage from Medicare/Medicaid.

h. Spouse Open Enrollment Adding Spouse and/or Dependents – to enroll yourself, your spouse and any dependent children when spouse drops coverage during his/her employer's Open Enrollment period. Requires documentation showing the cancelled coverage from spouse's employer.

i. Spouse Open Enrollment or New Job/Dropping Coverage and/or Spouse and/or Dependents – to drop coverage through the State due to the spouse's new job or Open Enrollment. Requires documentation showing the new coverage from spouse's employer.

j. W-2 Electronic Election – to enroll in electronic W-2 or to change to paper. Can be completed between February and mid-December and does not require any documentation.

7. Select the Benefit Event Date (date of marriage, loss of coverage through spouse's employer, etc.) The event date is critical as it controls when coverage will start or stop. Check with MyHR if you are unsure of what date to use. The date must be supported by your documentation.

8. Click **Submit** then click **Open**
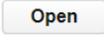
9. Make your elections on each screen similar to what you do during Open Enrollment. Click **Continue** to move through each available screen of elections. NOTE: The selections you see will be specific to the type of event chosen.

10. If you need to stop at any time, click **Save for Later**

11. When you get to the last screen of the event labeled Benefit Elections Review, look for the **Attachments** section.

12. Click the ⊕ icon to add your scanned documentation. Use the *attach* button to browse for your document. Comments are optional.

13. Read the agreement in the Electronic Signature section and then click the "I Agree" button.

14. Click **Submit** and then **Print** (optional). Click **Done** to exit.

15. Your event will now go through Human Resources and State Employee Wellness & Benefits for review and approval.
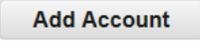
3. Making changes to Direct Deposit

Employee Work Center enables you to make changes to your bank information for direct deposit of your payroll. Direct deposit changes must be made at least 9 calendar days prior to pay date in order to be effective for that pay date.

1. Go to http://link.nebraska.gov and click on Employee Work Center
2. Log on using your assigned user ID and password. Use the Forgot Password button for a password reset.
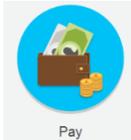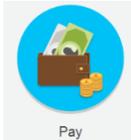
3. Click on **Pay** then click on Payment Elections under the **Actions** heading below the Pay Icon.
4. Click **Add Account** to add in a new bank account
   a. Select the Account type (checking or savings)
   b. Enter the name of the bank, the 9-digit bank routing number, and your bank account number
      CAUTION: Make sure you are entering the right numbers exactly. Incorrect routing or account numbers could cause your payroll deposit to be rejected and delay issuance of your paycheck.

   c. Click **OK**
5. Click **Change Account** to edit the routing number or bank account number to an existing account.
6. Click **Delete Account** to remove an account you no longer use.
7. Once you have your account added or changed, you can then change your Payment Elections to determine how much money you want deposited into your various accounts. To do that, click on **Change Election**
8. Use the ⊕ sign to add a new account to the list.
   a. Select USA as the country, direct deposit as the payment type, and then use the 🗐 prompt button to choose one of your previously added bank accounts.
   b. Use the Balance/Amount/Percent column to choose how you want your payroll split. NOTE: You must always choose one account as Balance for the remainder of your paycheck.
9. Use the ⊖ sign to remove an account you no longer want to deposit to. This will leave the account listed but will stop deposits to it. You can then follow step 8 to begin depositing into it again in the future.
10. If you just need to change the amount or percentage on an existing account, simply type in the new amount or percentage in the appropriate box.
11. Click **OK** and then click **Done**
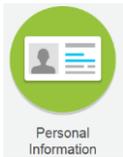
4. Changing Contact Information

Employee Work Center enables you to make changes to your personal information, such as address and phone number. This will in turn update all of our insurance vendors and the Nebraska Public Employees Retirement System. Providing updated emergency contact information is strongly encouraged. Detailed User Guides are in the HELP section:

Help:
User Guides
as.linkhelp@nebraska.gov
Help Desk: 402.471.6234

To change your Contact and Emergency Contacts information:

1. Go to http://link.nebraska.gov and click on Employee Work Center
2. Log on using your assigned user ID and password. Use the Forgot Password button for a password reset.
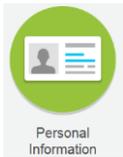
3. Click on **Personal Information**
4. Under the **Change** heading, click on Contact Information, or Emergency Contacts, for example.
5. Click on the **Edit** button
6. Click on the paper/pencil next to the field that you want to update, or click on the ⊕ sign to add information.
    a. Note: Do not use the **Additional Address** field for anything. That will not update the other systems as needed.
    b. Click **Done**
7. Repeat these steps for any additional fields that need updating such as additional home phone numbers, email addresses, work phone numbers, etc. Once all updates are made, scroll to the bottom of the page and click **Submit** and then click **Done**

Other Personal Information Changes

You may also update your marital status, legal name and preferred name through the Personal Information screen. Name changes require approval from your payroll/benefits representative, and may require supporting documentation such as a social security card with name change.