

Administrative Corrections

CONTENTS

Purpose	1
Log in to Workday	1
Initiate an Administrative Correction	1
Complete the Administrative Correction.....	3
Benefits Contact Information	4
Link Help Desk Contact Information	4

PURPOSE

PLEASE ... DO NOT use this event unless the Benefits Office has instructed you to use it. Documentation must be included, or the event will not be approved.

Use the Administrative Correction event if an employee's benefit event needs to be revised or changed, or if an enrollment event needs to be completed for an employee who does not have access, ***and another event will not work.***

LOG IN TO WORKDAY

1. Log in to Workday 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).

INITIATE AN ADMINISTRATIVE CORRECTION

1. Search for and click the record for the employee, using her/his name or her/his Employee ID.
2. Click **Actions** beneath the employee's name, then hover over **Benefits** and click **Change Benefits**.



3. In **Change Reason**, click the drop down arrow, scroll to and click **Administrative Correction**.

Administrative Corrections

Benefit Event Type * Administrative Correction

Benefit Event Date * MM / DD / YYYY

Submit Elections By * MM / DD / YYYY

Open Elections for (empty)

4. In the Benefit Event Date field, enter the correct Effective Date (see IMPORTANT note below).

IMPORTANT: When adding insurance for employees, always use the event date when the insurance is to be effective. If the benefits are to start May 1, use May 1 for the event date. For insurance coverage that is stopping, use the first of the month following the date you want the insurance to end. For example, if you want the coverage to end April 30, the event date will be May 1.

5. Do not enter a date in the Submit Elections By date field ... this field will automatically populate with the calculated deadline.
6. Click Submit.

Submit

Save for Later

Cancel

7. Once you click Submit, the following window will display. Click Open.

You have submitted

Benefit Event: on 10/01/2020 [Actions](#)

Up Next



Change Benefit Elections

Open

8. On the next screen, click Let's Get Started.

Change Benefit Elections

Initiated On 10/09/2020

Submit Elections By 10/10/2020

Let's Get Started

9. Make any necessary changes on the person's Benefits Elections, as indicated by the employee. Click Manage on each Benefit Election tile where you need to make changes.
- a. If you click Manage on any Election tile and make a change on that Election, click Confirm and

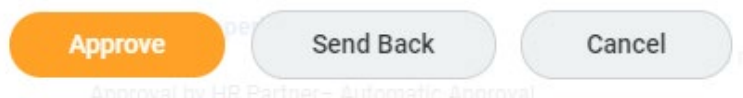
Administrative Corrections

Continue.

- b. If you change anything, you may be asked to select, or confirm, the Coverage, i.e., Employee Only, Employee + Spouse, etc.
 - c. Once you do that, click Save.
10. Once you have made all necessary corrections, click Review and Sign.
11. You will see a section on the next page showing a summary of the plans you have elected and/or waived.
12. Below the Summary is the Attachments section where you can attach supporting documentation. You can either drag and drop the appropriate document(s) into the grey box, or click Select files and navigate to the folder where the documentation is that you need to attach.
13. Once you are done with the attachments, click the I Accept checkbox at the bottom of the Electronic Signature page.
14. Click Submit to submit the enrollment elections for the employee, or:
 - a. Save for Later – Save the process and submit it later. However, we recommend NOT using this feature.
 - b. Cancel – Goes back to the Tiles screen to save or review and sign. Admin Corrections do not go to the teammate's inbox. The event will stay in your Inbox, unprocessed, until you submit it or you ask a Benefits Partner to cancel the process.
15. When the HR Partner clicks Submit, the event goes to a Benefits Partner to review and approve.

COMPLETE THE ADMINISTRATIVE CORRECTION

The Benefits Partner reviews all the changes and supporting documentation to determine if all changes will process correctly.



1. If all the information is correct and all documentation is included, the Benefits Partner approves the event.
2. If the event date or event type is incorrect, the Benefits Partner will cancel the event and notify the HR Partner to create a new event with the correct event date or event type. (HR Partners cannot cancel events).
3. If the Benefits Partner does not receive all the correct documentation or the changes are incorrect in some way, she/he will send the process back to the HR Partner and contact the HR Partner to coordinate the correction.
4. On the last page of the event, the Benefits Partner can click the Send Back button and send the process to the name assigned to the Change Benefit Elections option. Never send an event back to the Revise Benefit Changes option.

Administrative Corrections

Send Back

To *

Reason *

- a. If the event goes back to the HR Partner, the HR Partner will make the necessary corrections and/or add attachments, and then click Submit again, which will send it back to the Benefits Partner for review and approval.
5. Once a Benefits Partner approves the event, the changes will be applied in Workday.
6. Once approved, the HR Partner will receive a **To Do: Review for Retro Adjustments** in her/his Workday Inbox.
 - a. The To Do is a reminder for the HR Partner to validate whether any retro adjustments need to be made to the employee's benefit deductions in E1.
 - b. FYI, we now have a Quick Reference Guide to help you with the Review for Retro Adjustments process.
7. Click the **To Do**.
8. Click **Submit**.

BENEFITS CONTACT INFORMATION

Benefits-related questions

Email as.employeebenefits@nebraska.gov, or call 402-471-4443 (Lincoln) 877-721-2228 (Outside Lincoln).

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk supports Workday. Email: as.linkhelp@nebraska.gov; Phone: 402.471.6234.