

Edit Contact Information

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PURPOSE

This is for Workers to modify their contact information, e.g., home address, personal or work phone number, personal or work email address, and/or work cell phone number.

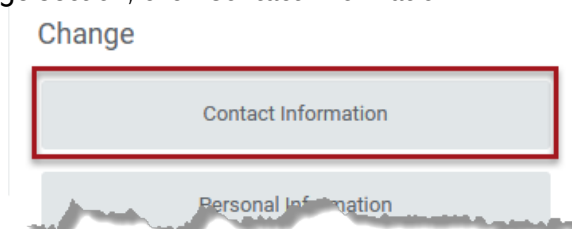
IMPORTANT NOTE: There are two sections on this page. One is for Home Contact Information and the other is for Work Contact Information. When you are editing your Contact Information, DO NOT input Work contact info (phone and/or email) in the Home Contact section and vice versa. Home Contact Information is personal email or phone and Work Contact Information should include only that information used for your job.

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."
 - b. If you do NOT have an @nebraska.gov email, click the second link that says, "Log in with your Username / Workday password."

ADD OR CHANGE CONTACT INFORMATION

1. On your Home Page, click the Menu icon in the upper left-hand corner > Personal Information.
2. On the left side, in the Change section, click Contact Information.



3. Click the Edit button (at the top of the page), then click Change Contact Information.
4. Look for the section you need to update, either **Home Contact Information** OR **Work Contact Information**.
 - a. Make sure that you are in the CORRECT section that you need to edit, Home or Work.
 - b. Make sure to NOT add Work Contact information in the Home Contact section and vice versa.
5. In the correct section, click the field you need to change, which will open that section for editing.

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HOME ADDRESS

1. Primary Address.
2. Change Effective Date, as needed.
 - a. Click the field you need to edit (see list below) and make corrections, as needed, in that field.
 - i. Address Line 1.
 - ii. City.
 - iii. State.
 - iv. Postal Code.
 - v. County (County, not Country!!!).
 - vi. Usage.
 - 1) Mailing or Street Address or both.

Effective Date

08/14/2024 

Country *

 United States of America  




Address Line 1 *

1234 Main Street

City *

Roca

State *




 Nebraska  

Postal Code *

County

Lancaster

Usage

 Mailing 
 Street Address

HOME OR WORK PHONE NUMBER AND/OR EMAIL

NOTES

- DO NOT add Additional Address. You need to have one address and one address only. Additional Addresses are not used in any feeds to other systems.
3. Primary Phone, either Home or Work.

NOTE: Make sure you are in the correct section for the information you are updating, either Home or Work.

 - a. Click the drop-down for Phone Device, and select the type of device, i.e., Fax, Mobile, Pager, Radio Call, or Telephone.
 - i. **If you are adding or editing a phone number, DO NOT use parentheses, spaces, or dashes when you type the number ... JUST type the number! It will "auto-format" once you click elsewhere on the page.**
 - b. If you have an extension, type it in the Phone Extension field.
 - i. When you edit, or add, a phone number, make sure you verify the Visibility, either Public or Private. Click the arrow to the left of "Details" to view the Visibility field. Change, as necessary.
 - c. Click to the right of that field (in the light grey area) to see your change.
 - d. If you have a secondary work phone number, click Add below Additional Phone and input the required information.
 - e. If the first phone device you enter is a desk phone, i.e., Telephone, you can use the Additional Phone fields for Cell Phone or FAX numbers.
 - f. Verify that all required fields have information, and that the information you entered is correct.
 - g. When you are done editing, or adding information, click Submit at the bottom of the page.
 4. Primary Email, either Home or Work.
 - a. Update the information, if needed.
 - b. If you have a secondary email address, click Add below Additional Email and input the required information.

NOTES

- UNLESS you are, in fact, adding a secondary Phone or Email address, DO NOT Add Additional Phone or Additional Email; you need to edit / update what is already there.
- You MUST have at least one Primary Phone or Primary Email in both the Home Contact section and the Work Contact section.

LINK HELP DESK

The LINK Help Desk supports, and can assist, with Workday; Email: as.linkhelp@nebraska.gov