

STATE EMPLOYEE INTERNET GATEWAY TRAINING GUIDE

Access to EZ Arkansas – State Employee Internet Gateway

To access the EZ Arkansas Internet Gateway, you will need an AASIS User ID and Password. If you do not have an AASIS User ID, contact your agency personnel administrator prior to contacting the AASIS Help Desk. Due to security reasons, the AASIS Help Desk cannot provide User ID information. Once you have obtained your User ID, call the AASIS Help Desk at 501-683-2255 (7:30am - 4:30pm M-F) for a default password. The default password will allow you initial access at which time you will be prompted to change your default password to a password of your choice. The length of passwords must be at least 8 characters and up to 40 characters and are case sensitive.

Password resets cannot be obtained utilizing the online Help Desk Request form. You must call the AASIS Help Desk at 501-683-2255 (7:30am – 4:30pm) for passwords.

To access the State Employee Internet Gateway, go to: <http://www.EZ.Arkansas.gov>

Arkansas Employee Internet Gateway
EZ Arkansas

User ID *
Password *

Log on



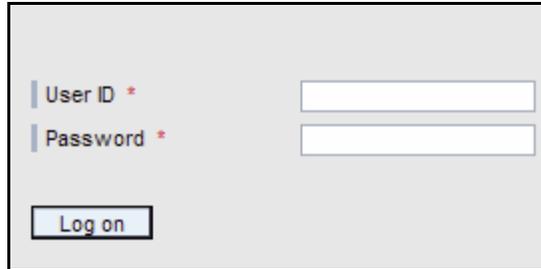
<http://www.EZ.Arkansas.gov>
Authorized Use Only

Phone Support : 501-683-2255 8:00 am - 4:30 pm M-F

Or click here to submit Help Desk Request Form
(except PASSWORD RESET or Security Related issues)

Logging On

From the initial logon screen, enter your AASIS User ID and your AASIS password. Once you have entered the requested information, select 'Log on'.



The image shows a login form with a light gray background. It contains two input fields: the first is labeled 'User ID *' and the second is labeled 'Password *'. Below these fields is a button labeled 'Log on'.

The Overview display screen will appear.



The Overview screen displays Benefits and Payment, Working Time, Personal Information, and Change Password selections.

- The Benefits and Payment displays a view of your Remuneration statement and benefit plans in which you are currently enrolled.
- The Working Time displays view of your leave quota balances, including entitlement and remainder balances.
- Personal Information displays view of your current business and permanent address and your emergency contact information.
- The Change Password link allows you to change your logon pass code.

Change Password

Once you have successfully logged in to ESS, you have the option to change your login password.

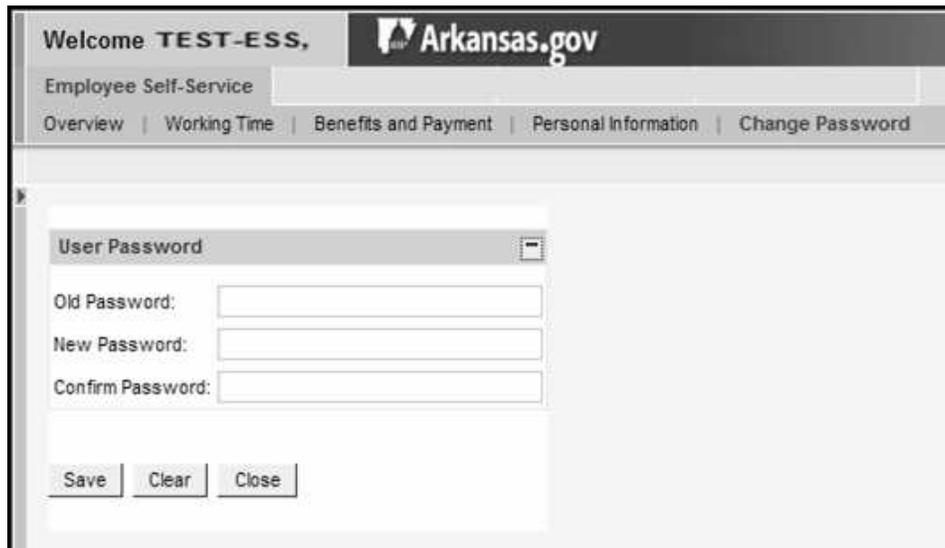
To change your password in ESS, select the 'Change Password' option.



The User Password screen will appear.

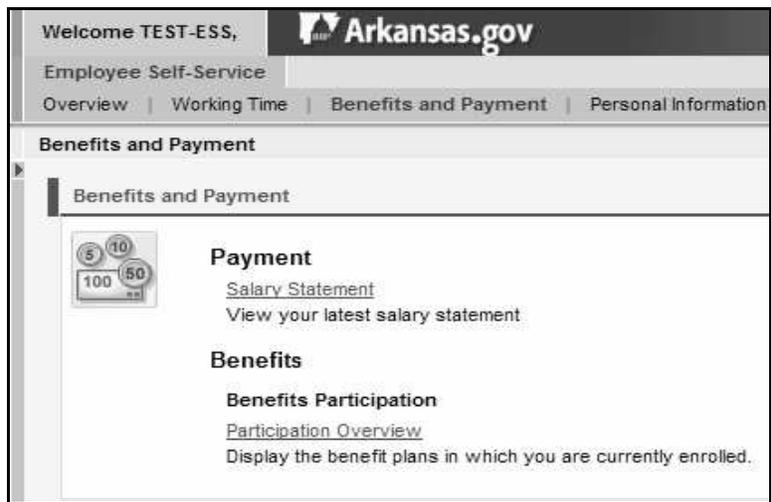
The length of passwords must be at least 8 characters and up to 40 characters and are case sensitive.

Enter the requested information and select 'Save' to confirm the password change.

A screenshot of the "User Password" change form in the ESS system. The header shows "Welcome TEST-ESS," and the Arkansas.gov logo. Below the header, there are two rows of menu items: "Employee Self-Service" and "Overview | Working Time | Benefits and Payment | Personal Information | Change Password". The main content area contains a form titled "User Password" with a dropdown arrow. Below the title are three input fields: "Old Password:", "New Password:", and "Confirm Password:". At the bottom of the form are three buttons: "Save", "Clear", and "Close".

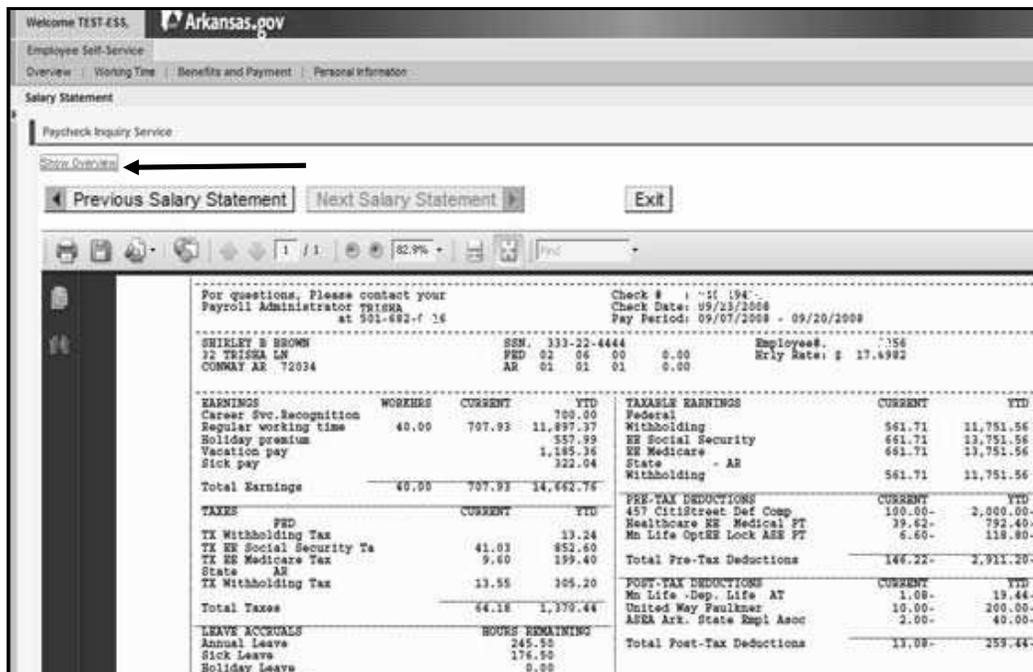
Benefits and Payment

To view Benefits and Payment information, select the Benefits and Payment link. The screen will display individual links to Salary Statement and Participation Overview.



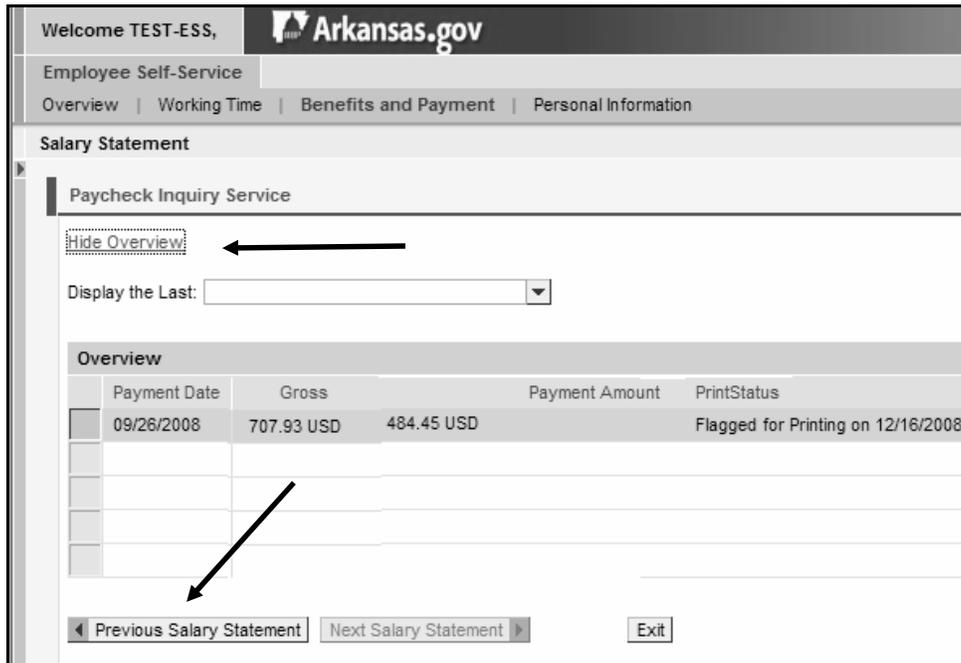
The Salary Statement

The Salary Statement displays your latest remuneration statement.



To view an overview of your statement, select the 'Show Overview' link . [Show Overview](#)

The Overview will display the gross and payment amounts. Select '*Hide Overview*' to go back to the salary statement view.



To view past salary statements, select the '*Previous Salary Statement*'.

To Print Salary Statements

To print the salary statement, select the '*Print*'  icon. A print pop-up box will appear. Select 'Ok' to print.

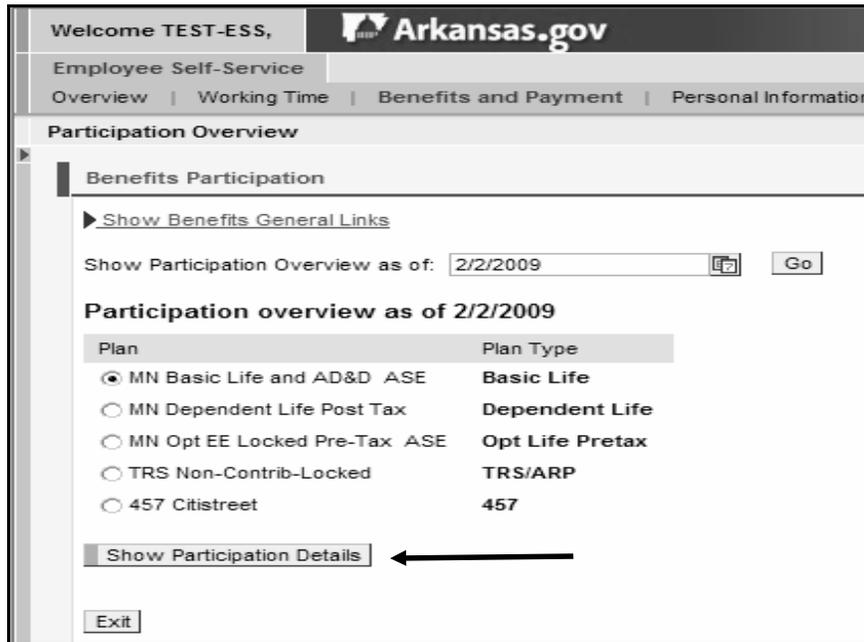
Saving Salary Statements

To save a salary statement to your computer or other location, select the '*Save*'  icon. A Save a copy pop-up box will appear. Select the location for the file to be saved, select '*Save*' to save the file.

Select the Exit'  icon once to exit the screen.

The Participation Overview

The Participation Overview will display the benefit plan in which you are enrolled.

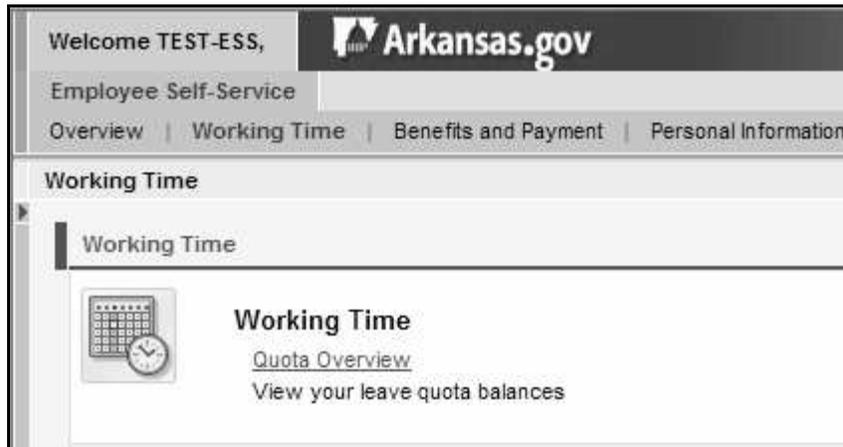


To view the participation details, select the '*Show Participation Details*' link. This will display the employee's benefit options. Each benefit can be displayed individually by selecting the desired benefit plan.

Select the 'Exit'  icon once to exit the screen.

Working Time

To view Working Time information, select the Working Time link.



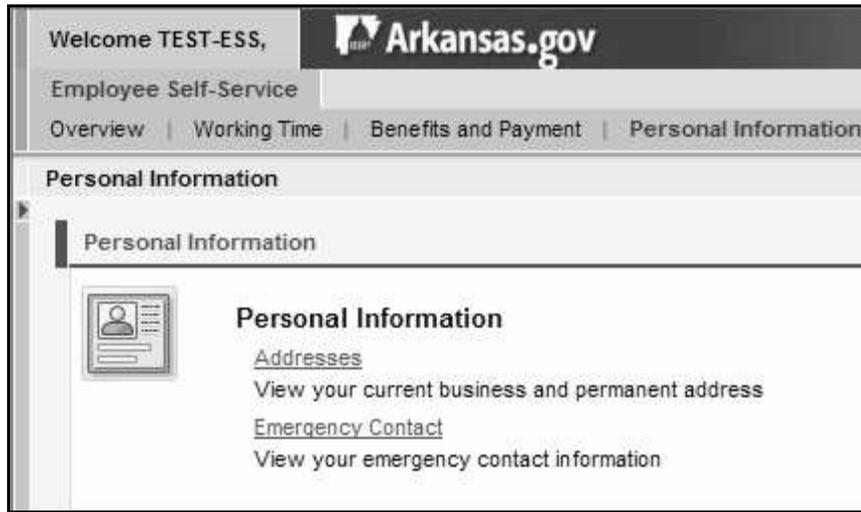
The screen will display a link to Quota Overview, select to enter. Time Accounts for the employee will be displayed. The leave time includes Annual, Sick, Employee Birthday, and any additional leave quota the employee is entitled to.



Select the 'Exit'  icon once to exit the screen.

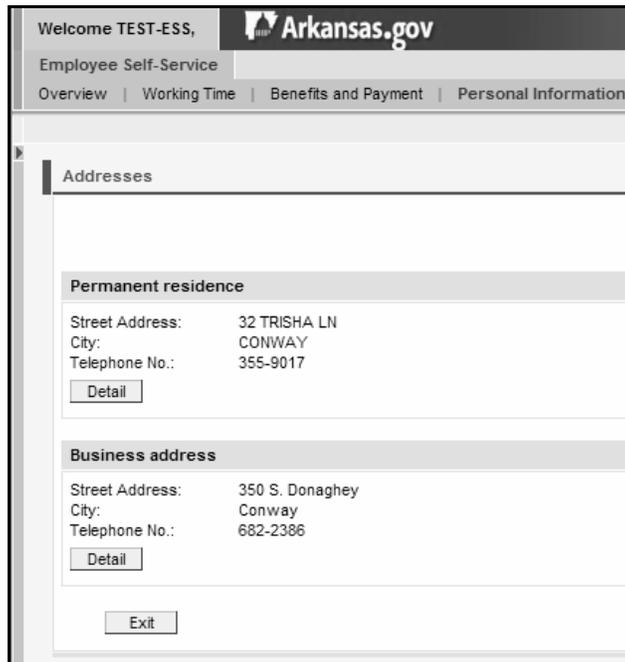
Personal Information

To view personal information, select the Personal Information link.



This will display the Addresses and Emergency Contact link.

The Addresses will display your current business and permanent address. Each address contains a Detail link which provides further details of the address displayed. To view the 'Addresses' in further detail, select the 'Details' link.



The Emergency Contact will display your emergency contact information. To view the emergency contact in further detail, select the 'Details' [Detail](#) link.

The screenshot shows the Arkansas.gov Employee Self-Service portal. At the top, it says "Welcome TEST-ESS," and "Arkansas.gov". Below that, it says "Employee Self-Service" and has a navigation menu with "Overview", "Working Time", "Benefits and Payment", and "Personal Information". The main content area is titled "Family Member/Dependents" and contains an "Emergency contact" section. The contact information is for "Bart Baker", with fields for "First Name: Bart", "Last Name: Baker", and "Date of Birth:". There is a "Detail" button below the contact information and an "Exit" button at the bottom of the page.

Exit ESS

To log off the Employee Self Service, select 'log off'.



A pop-up box will appear. Select 'yes' to log off.

