

Purpose: Use this job aid to indicate time worked for an alternate work schedule in EASE using the My Timesheet application.

As an example, this job aid will demonstrate the required timesheet creation for the “OP09” work schedule:

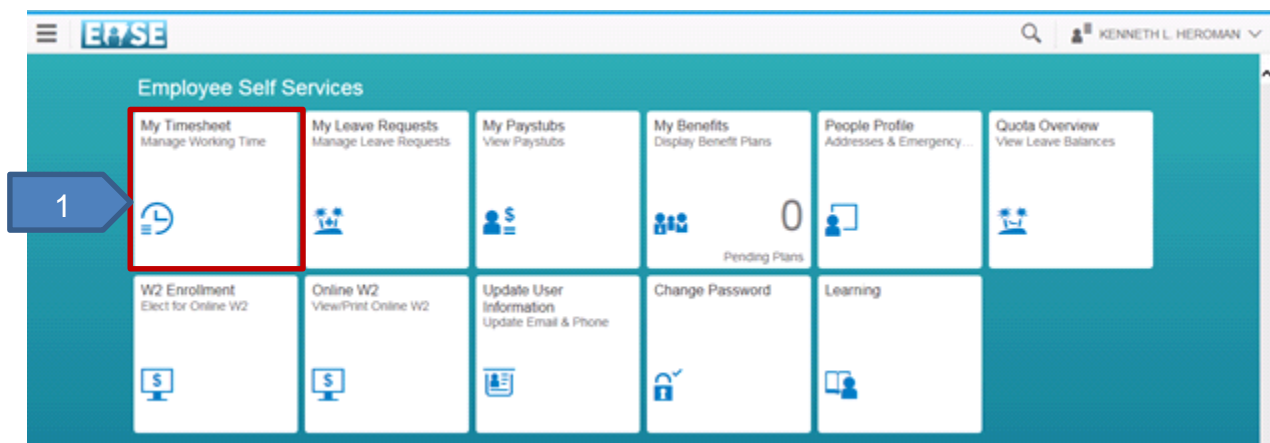
- Week 1: Mon – Thurs: 7:30 – 5:00 with ½ hour lunch = 9 hours per day = 36 hours
- Week 1: Fri: 8:00 – 4:30 with ½ hour lunch = 8 hours

NOTE: For proper payment, the working Friday must have 4 hours before noon and 4 hours after noon.

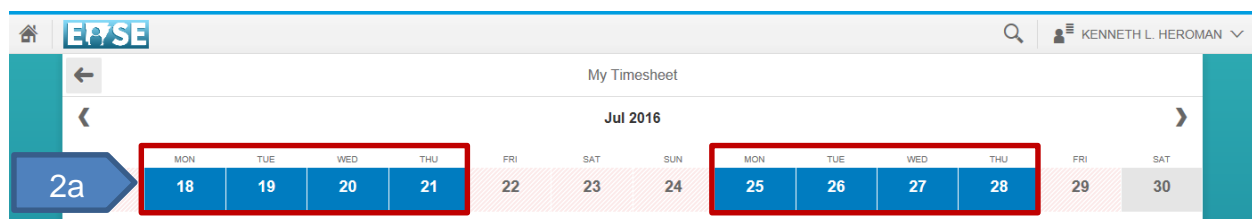
- Total working hours for week 1 = 44 hours
- Week 2: Mon – Thurs: 7:30 – 5:00 with ½ hour lunch = 9 hours per day = 36 hours
- Week 2: Fri: (off) = 0 hours
 - Total working hours for week 2 = 36 hours
- Total working hours for Bi-weekly pay period = 80 hours

NOTE: Time entry made on an incorrect Friday will result in incorrect pay.

An AASIS ID and password are required to proceed.



1. Click the **My Timesheet** tile.



2. Using the **EASE Time Entry Quick Reference Job Aid** as reference, complete the following fields:

- Date** – Using the calendar displayed, locate and click on the day(s) for identical time entry. Example: Week 1: M,T,W,Th & Week 2: M,T,W,Th.



3. Click **Create**.

4. Complete the following fields:
 - a. **Time From** – Scroll to the hours and minutes of your work start time. Example: M-Th (7:30) for both weeks. Click **OK**.
 - b. **Time To** – Scroll to the hours and minutes of your work end time. Example: M-Th (12:00) for both weeks. Click **OK**.
 - c. **Att./Absence Type** – Click the drop down to select the appropriate Attendance type.
5. Click **Submit**.
6. Click **OK**.

7. Repeat the steps above to create the next set of time pairs. Complete the following fields:
 - a. **Time From** – Scroll to the hours and minutes of your work start time. Example: M-Th (12:30) for both weeks. Click **OK**.
 - b. **Time To** – Scroll to the hours and minutes of your work end time. Example: M-Th (17:00) for both weeks. Click **OK**.
 - c. **Att./Absence Type** – Click the drop down to select the appropriate Attendance type.
8. Click **Submit**.
9. Click **OK**.

10. Complete the following fields:

- Date** – Using the bi-weekly calendar displayed, locate and click on the day(s) for identical time entry. Example: Week 1: Fri



11. Click **Create**.

12. Complete the following fields:

- Time From** – Scroll to the hours and minutes of your work start time. Example: Friday (8:00) in week 1. Click **OK**.
- Time To** – Scroll to the hours and minutes of your work end time. Example: Friday (12:00) in week 1. Click **OK**.
- Att./Absence Type** – Click the drop down to select the appropriate Attendance type.

13. Click **Submit**.

14. Click **OK**.

15. Repeat the steps above to create the next set of time pairs. Complete the following fields:
 - a. **Time From** – Scroll to the hours and minutes of your work start time. Example: Friday (12:30) in week 1. Click **OK**.
 - b. **Time To** – Scroll to the hours and minutes of your work end time. Example: Friday (16:30) in week 1. Click **OK**.
 - c. **Att./Absence Type** – Click the drop down to select the appropriate Attendance type.
16. Click **Submit**.
17. Click **OK**.

NOTE: In this example, Week 2: Fri is an off day, therefore, no further steps are required.

Your calendar will appear as if an action is required for both Fridays.



18. Click **Back** to exit the **My Timesheet** application.