Purpose

Use this procedure to assign a substitute approving manager for Time and/or Leave approvals during a planned absence.

Prerequisites

- Substitute must have EASE Approving Manager role
- Confirm availability of substituting manager via email, phone call, or in person.

Menu Path

Enter the following URL address in the web browser of your desktop computer or laptop:

- https://ease.arkansas.gov

Tips and Tricks

- Assigning substitutions is **not available** from a mobile device.
- A substitute must be an approving manager in the same agency or business area, unless an exception has been previously approved.
- Use the **Manage my Substitutes** screen to delete assignments in error.
- Values used in this transaction are for example only. Accurate data entry relies on a particular agency's business processes.

Procedure

1.   Log on to EASE to begin.

Desktop

2.   Click the **My Inbox** tile.

My Inbox

3.   Click the **User Dropdown** menu.

My Inbox

4.   Select **Manage My Substitutes**.

My Inbox

5.   Click the **Add New Substitute** button.

Desktop

6.   As required, complete/review the following fields:

Field	R/O/C	Description
Search	Required	Field used to find an employee name to assign as a substitute approving manager. **Example:** *vollmer **NOTE**: Use an asterisk (*) as a wildcard when searching.

My Inbox
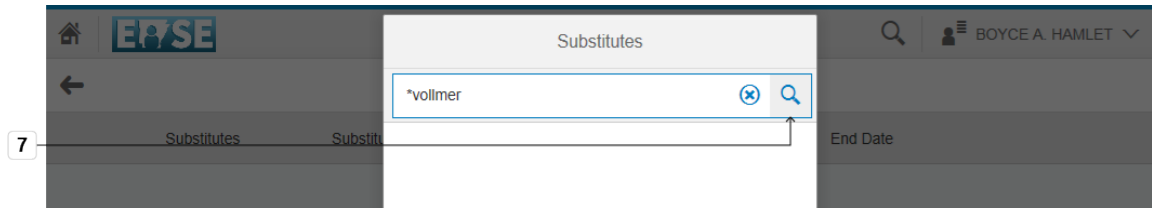
7.   Click the **Search** button.

My Inbox

8.   Select the **name** of the intended substitute.

My Inbox
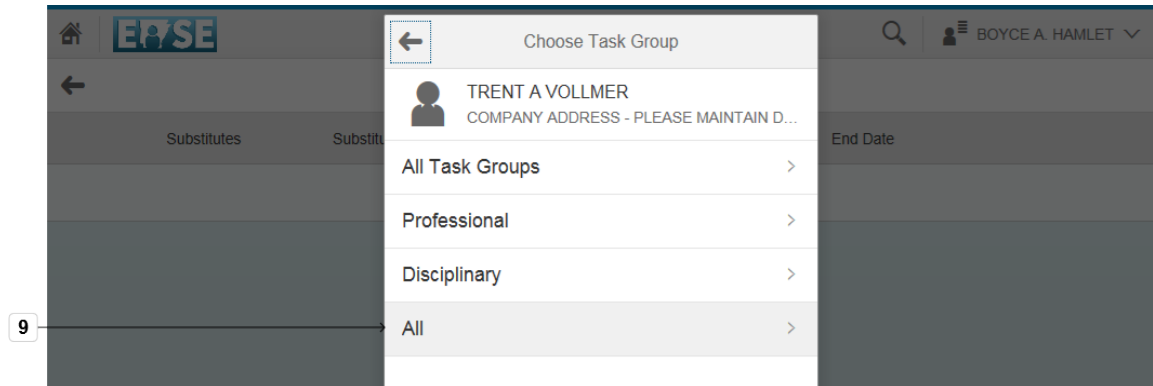
9. Click the **All list** item.

My Inbox

10.   Click the **Starting date**.

11.   Click the **Ending Date**.

> **NOTE**: If a substitution is for one day only, click that date twice to set a **Starting** and **Ending Date**.

12.   Click the **Save** button.

Summary

You have successfully assigned a substituting manager for your tasks in your absence.

Next Steps

After saving, click Log Out or review other workflow tasks for approval/rejection.