



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**

The screenshot displays the EASE (Employee Self Service) desktop interface. At the top, there is a navigation bar with the EASE logo, a search icon, and the user name "BOYCE A. HAMLET". Below the navigation bar, the "Employee Self Service" section contains a grid of tiles:

- My Leave Requests**: Manage Leave Requests (Icon: person with star)
- My Paystubs**: View Paystubs (Icon: person with dollar sign)
- My Benefits**: Display Benefit Plans (Icon: group of people, with a large "0" and "Pending Plans" text)
- People Profile**: Addresses & Emergency... (Icon: person with ID card)
- Quota Overview**: View Leave Balances (Icon: person with star)
- W2 Enrollment**: Elect for Online W2 (Icon: dollar sign on a screen)
- Online W2**: View/Print Online W2 (Icon: dollar sign on a screen)
- Update User Information**: Update Email & Phone (Icon: person with ID card)
- Change Password** (Icon: padlock with checkmark)
- Learning** (Icon: person with book)

Below the Employee Self Service section is the "Manager Self Service" section, which contains two tiles:

- My Inbox**: All Items (Icon: envelope with checkmark, with a large "1" next to it). A callout box with the number "2" points to this tile.
- My Team Calendar**: View Team Calendar (Icon: calendar with checkmark)

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



My Inbox

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All Items (1)

Search

KENNETH L HEROMAN's Leave Request

WF-Admin Medium

Due on 08/15/2016

KENNETH L HEROMAN's Leave Request

WF-Admin Ready

Due on 08/15/2016 Medium

Created on 08/04/2016

Leave Request Submitted by KENNETH L HEROMAN

Employee No. : 00011084

Leave Type : Annual Leave

Leave From : 08/11/2016 To 08/11/2016

Leave Hrs. From: 08:00:00 To 16:00:00

Requested Hrs. : 8.00

Remaining Available Balance : 272.00 Hrs.

Available Leave Balance as of Today:

Leave Type	Available Balance
Annual Leave	272.00 Hours

Approve Reject Claim Forward Suspend Open Task

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



My Inbox

The screenshot displays the EASE application's 'My Inbox' page. At the top, there is a navigation bar with the EASE logo, a search icon, and a user profile for 'BOYCE A. HAMLET'. Below the navigation bar, the main content area shows a list of items under the heading 'All Items (1)'. A single item, 'KENNETH L HEROMAN's Leave Request', is visible. This item is a 'WF-Admin' request with a 'Medium' priority, due on '08/15/2016', and created on '08/04/2016'. To the right of the item list, a user menu is open, showing options: 'Manage My Substitutes' (highlighted with a red box and the number 4), 'Support Information', 'About', 'User Preferences', and 'Log Out'.

4. Select **Manage My Substitutes**.



My Inbox


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Add New Substitute

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

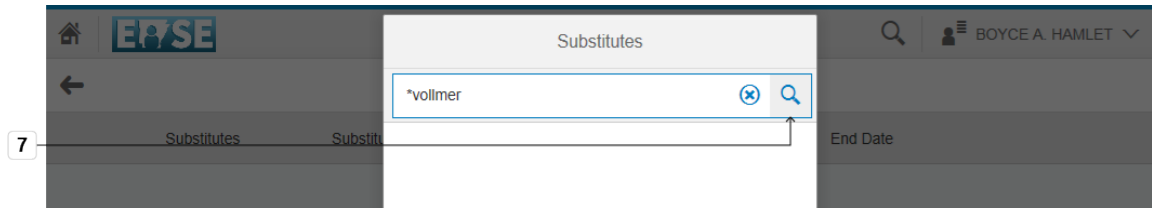
**Desktop**

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

Substitutes

*vollmer|

COLTON L VOLLMER

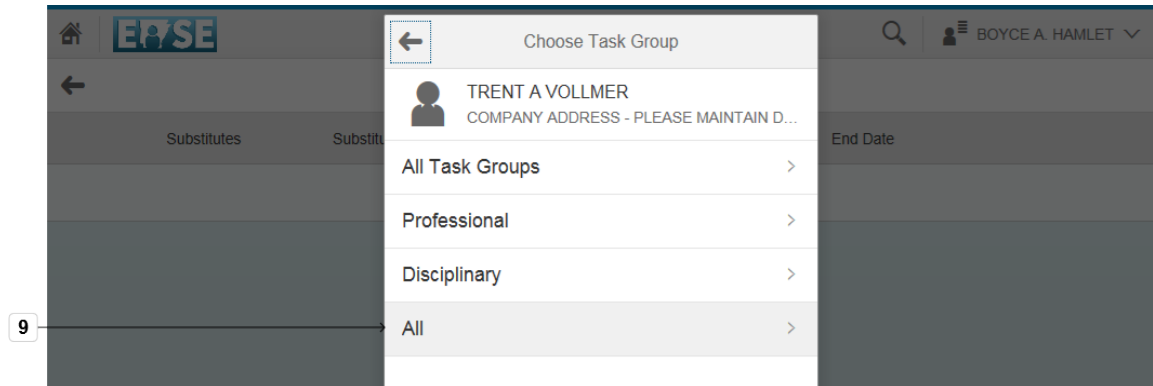
TRENT A VOLLMER

8

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



My Inbox



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



My Inbox

Choose Substitution Period

TRENT A VOLLMER
COMPANY ADDRESS - PLEASE MAINTAIN D...

Task Group
All

Substitution Period
From 19 Aug 2016 to 22 Aug 2016

< August 2016 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	31	1	2	3	4	5
32	7	8	9	10	11	12
33	14	15	16	17	18	19
34	21	22	23	24	25	26
35	28	29	30	31	1	2

Save Cancel

Add New Substitute

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.