Purpose

Use this procedure to create a Time entry using the EASE My Timesheet tile.

Prerequisites

- Know your days and hours of working time.

Menu Path

Enter the following URL address in the web browser of your computer, laptop or mobile device:

- https://ease.arkansas.gov/

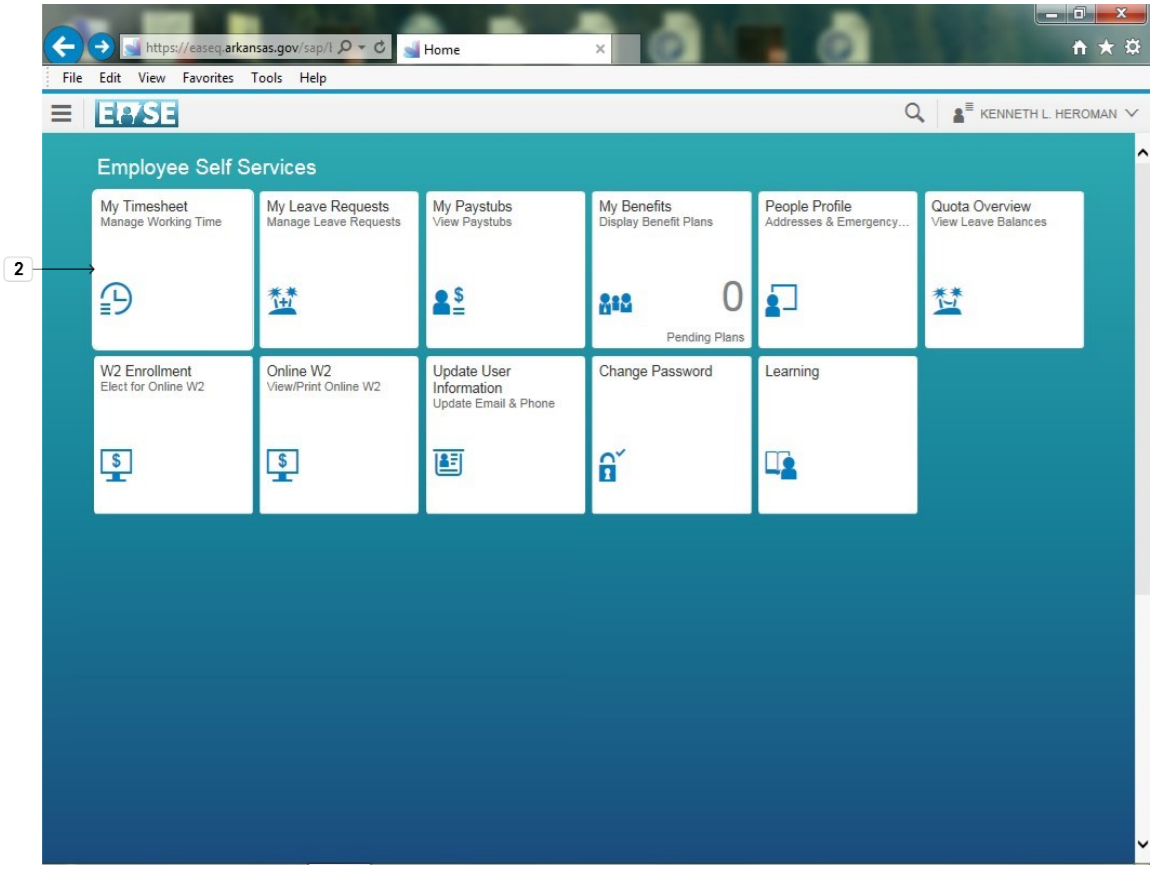
Tips and Tricks

- Not completing your current pay period Timesheet will result in non-payment.
- Do not enter a Cost Center or Wage Type in your Timesheet unless instructed to do so.
- During the time evaluation process, time entries are rounded according to the 7/8ths rule.
  - Minutes prior to the 7/8ths mark are rounded down. (Example: 8:07 AM = 0800)
  - Minutes after to the 7/8ths mark are rounded up. (Example: 8:08 AM = 0815)

Procedure

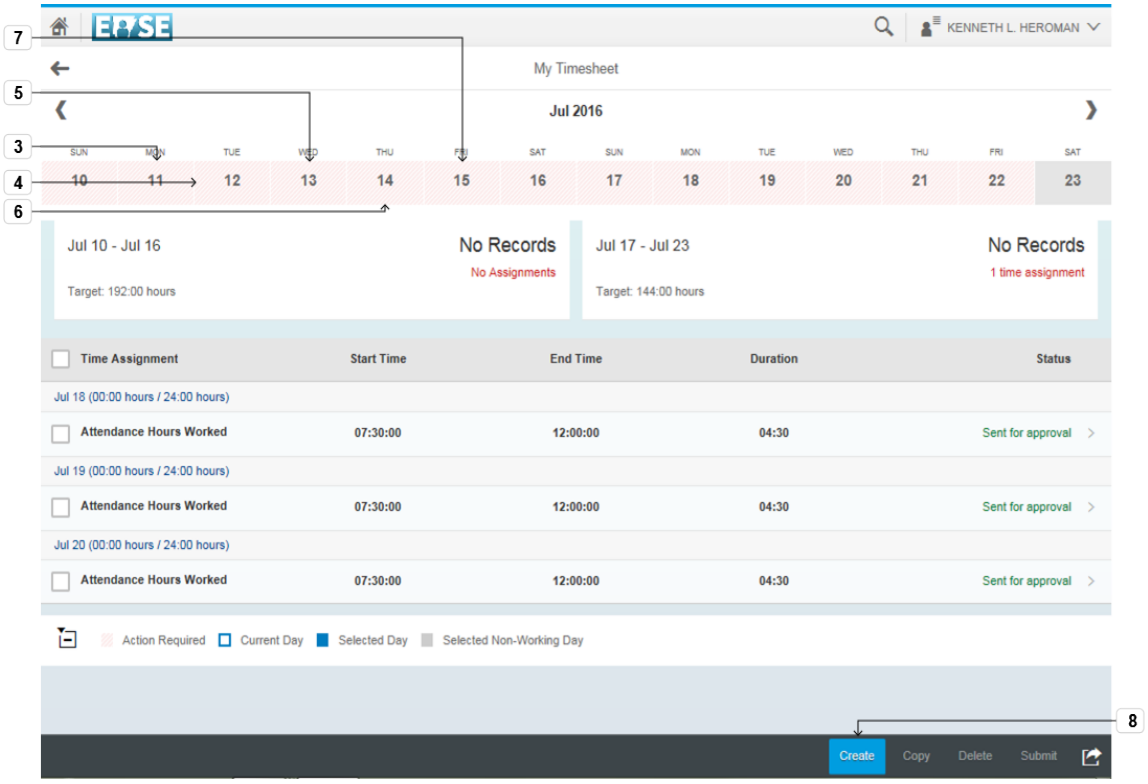
1. Start the task from the EASE home page.

Home



2. Click **My Timesheet**.

My Timesheet



3. Click on **day(s).**

4. Click on **day(s).**

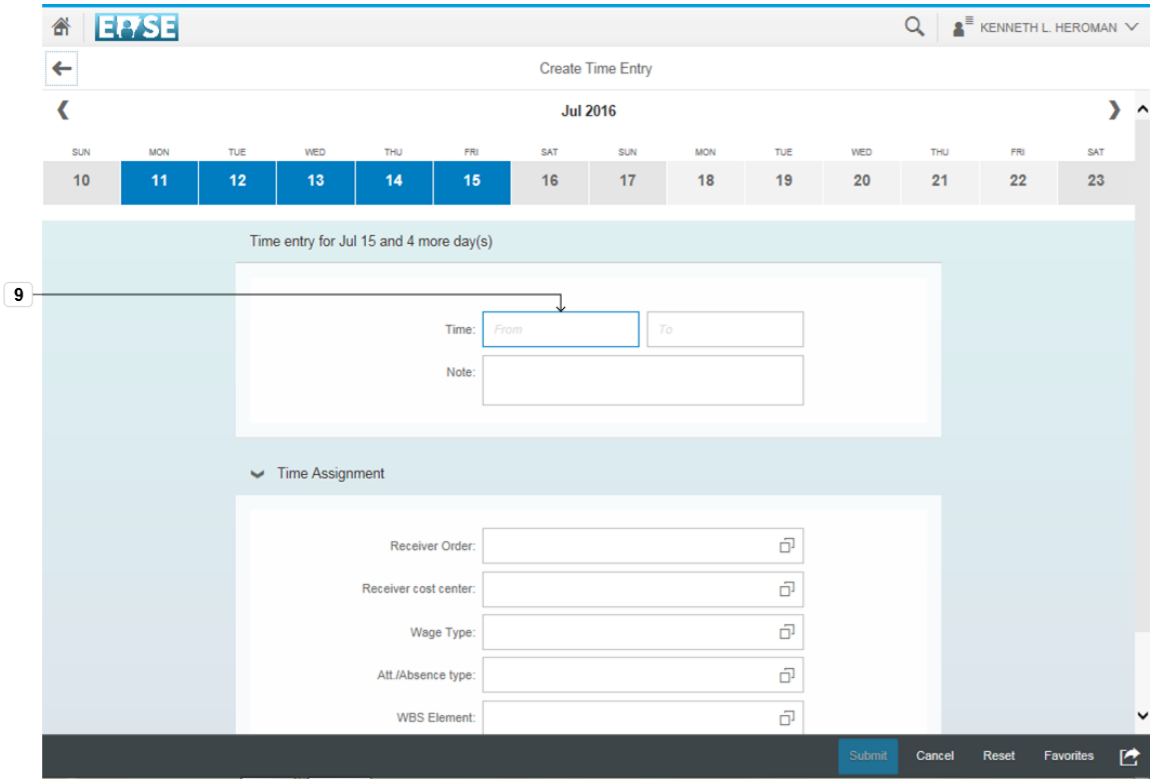
5. Click on **day(s).**

6. Click on **day(s).**

7. Click on **day(s).**

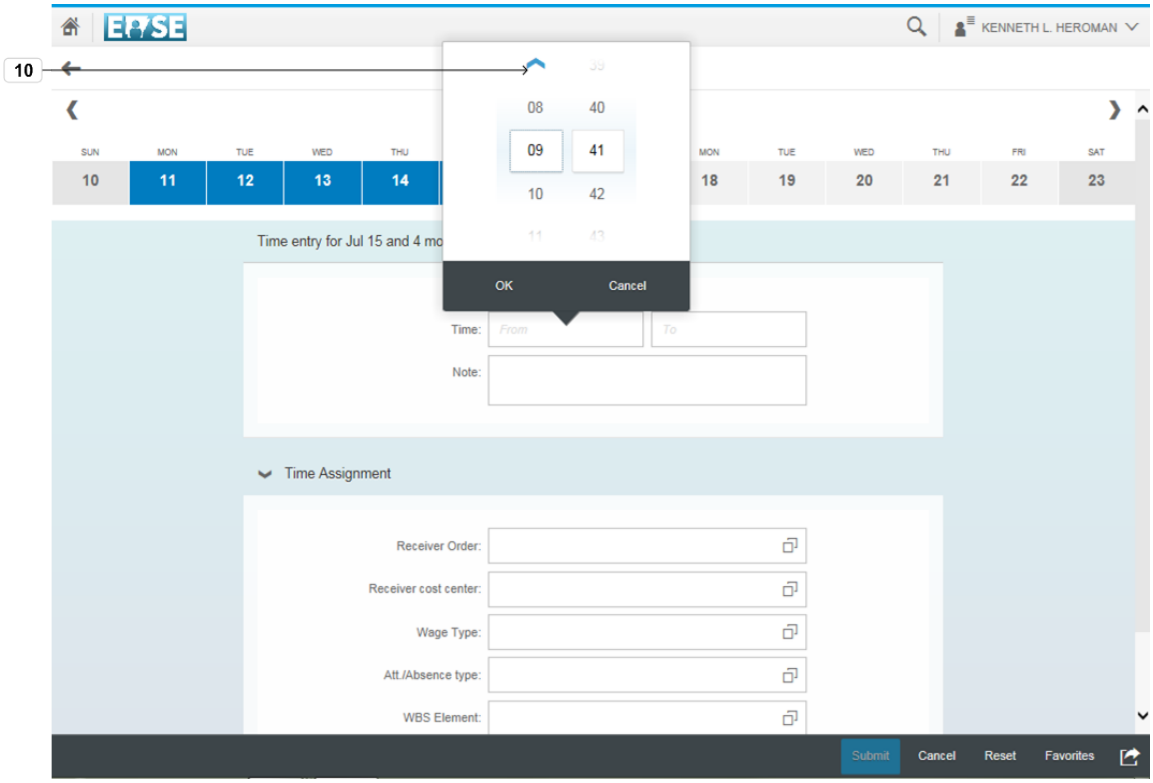
8. Click the **Create** button.

My Timesheet



9. Click the **Time From** field.

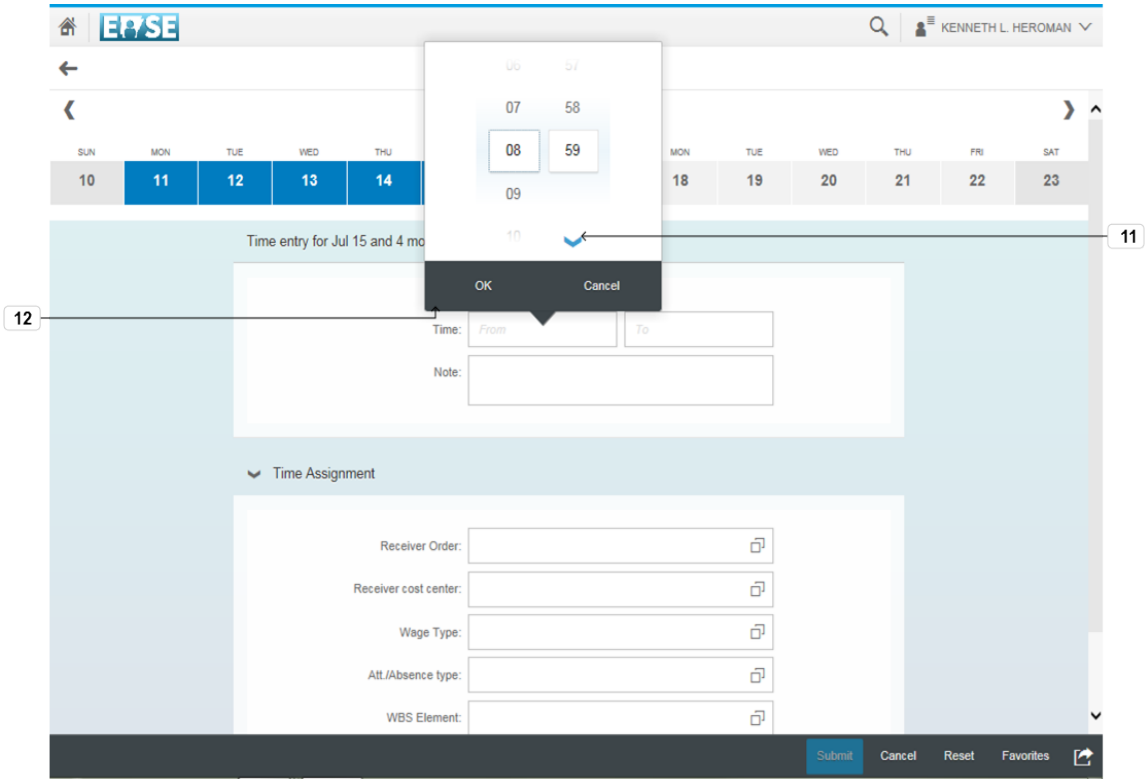
My Timesheet



10. Click the Scroll button to select **Starting hour**.

Example: **Enter** 08 if 8:00 AM

My Timesheet

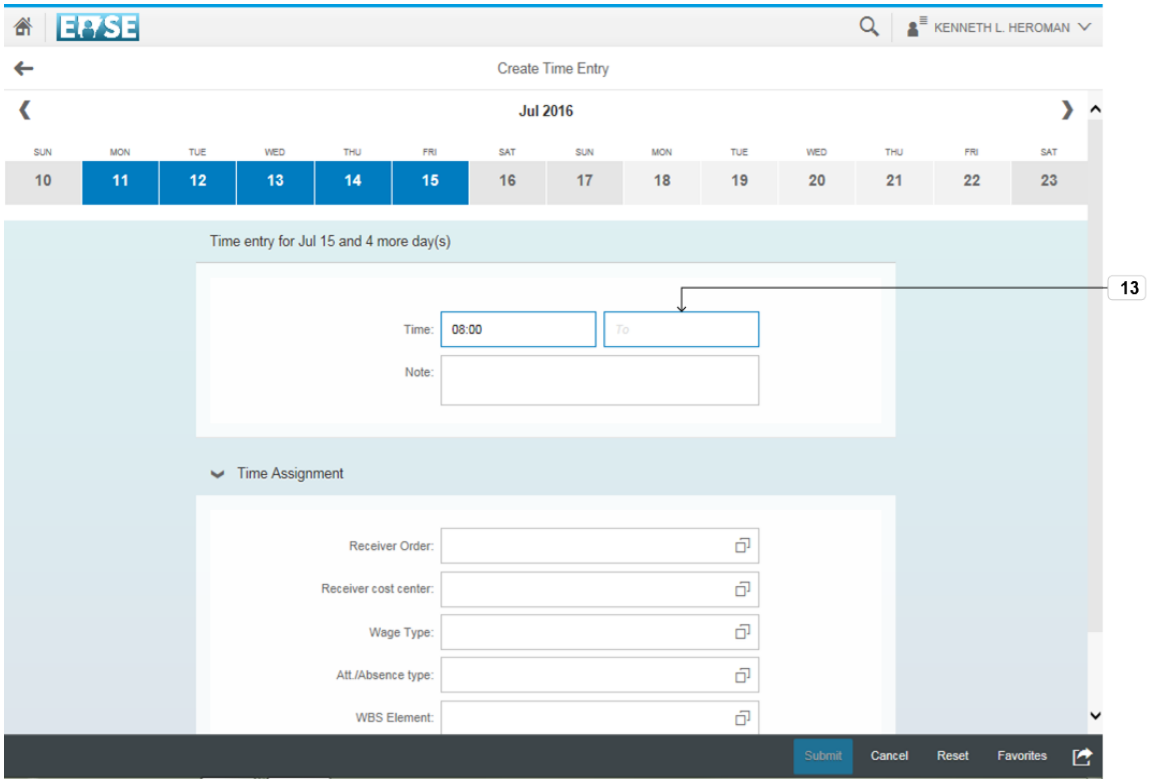


11. Click the Scroll button to select **Starting minutes**.

Example: **Enter** 00 if 8:00 AM

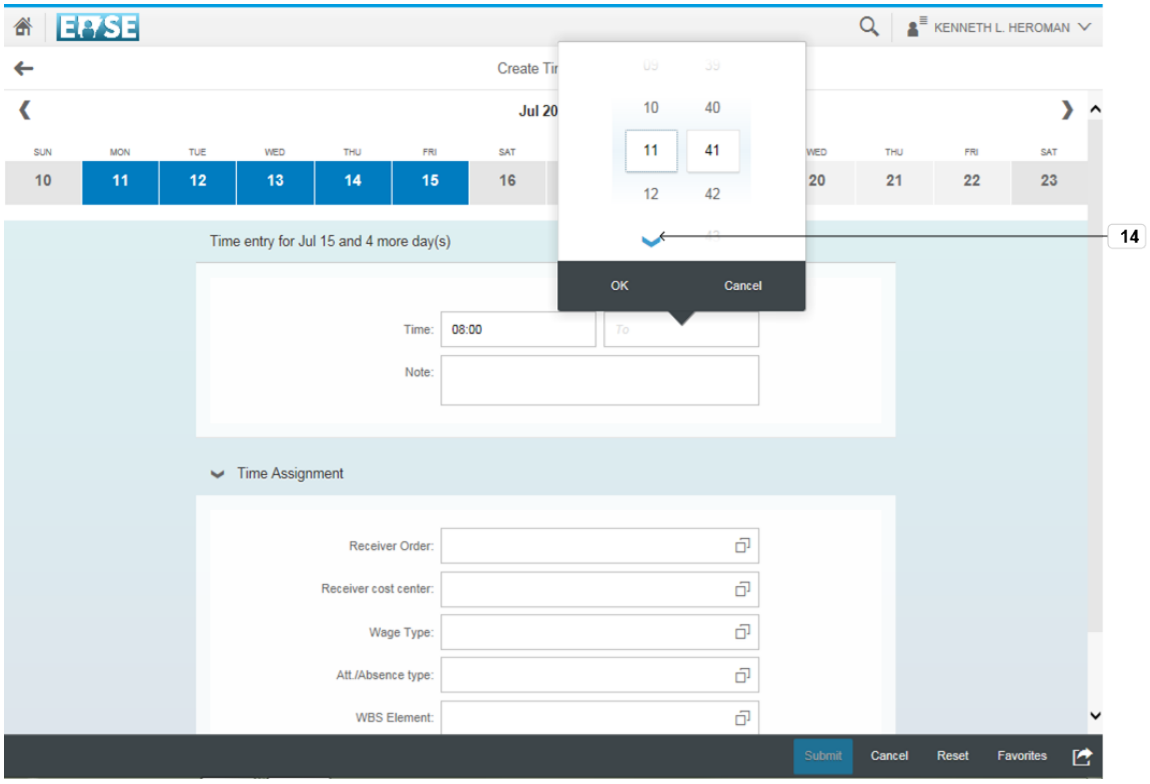
12. Click the **OK** button.

My Timesheet



13. Click the **Time To** field.

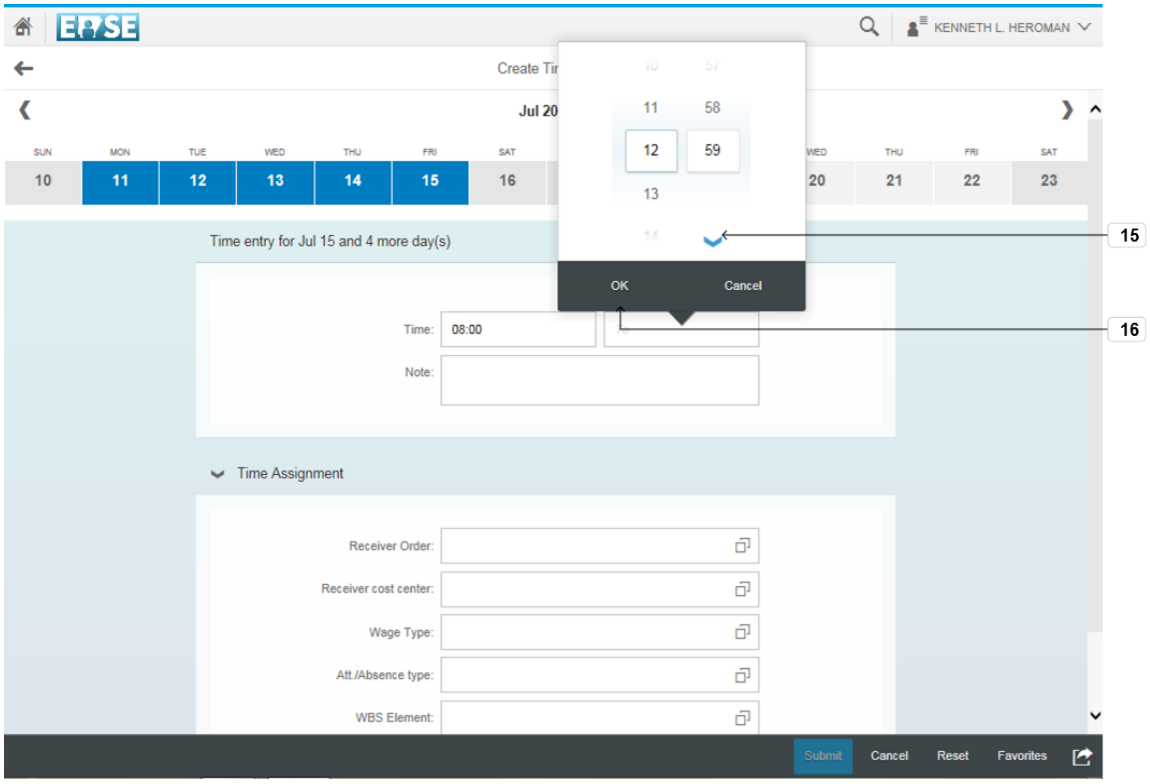
My Timesheet



14. Click the Scroll button to select **Ending hour**.

Example: **Enter** 12 if 12:00 PM

My Timesheet

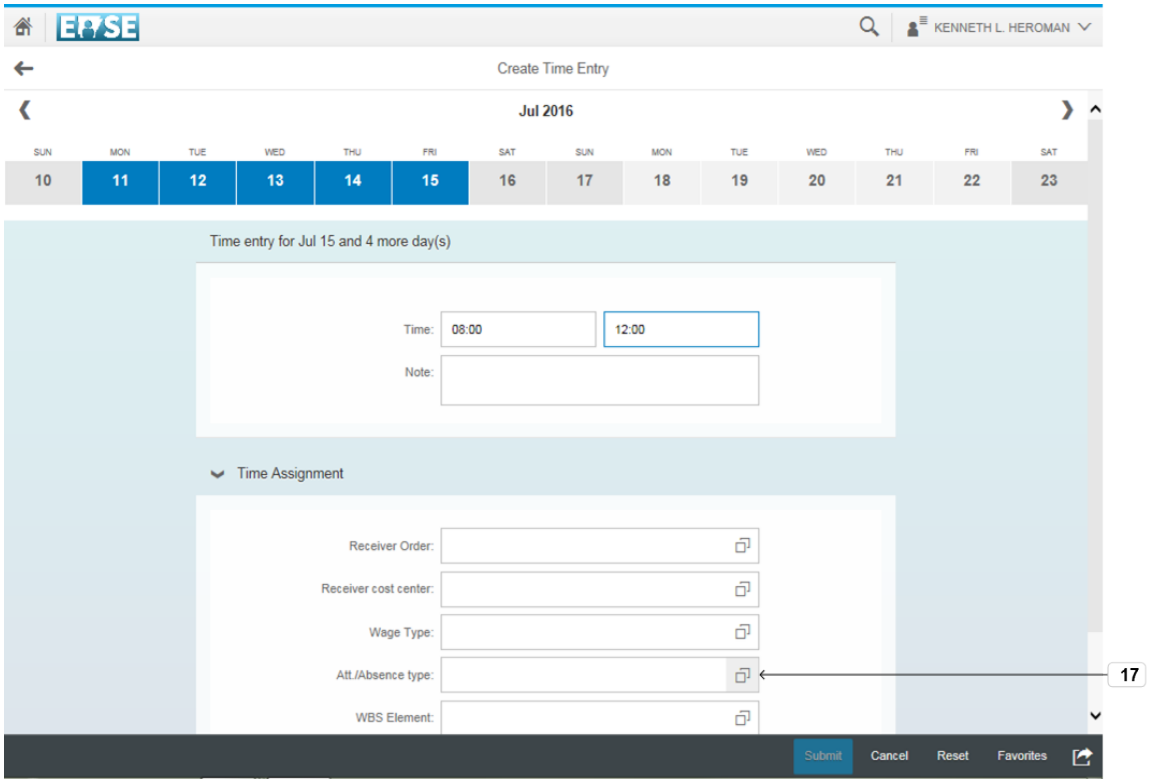


15. Click the Scroll button to select **Ending minutes**.

Example: **Enter** 00 if 12:00 PM

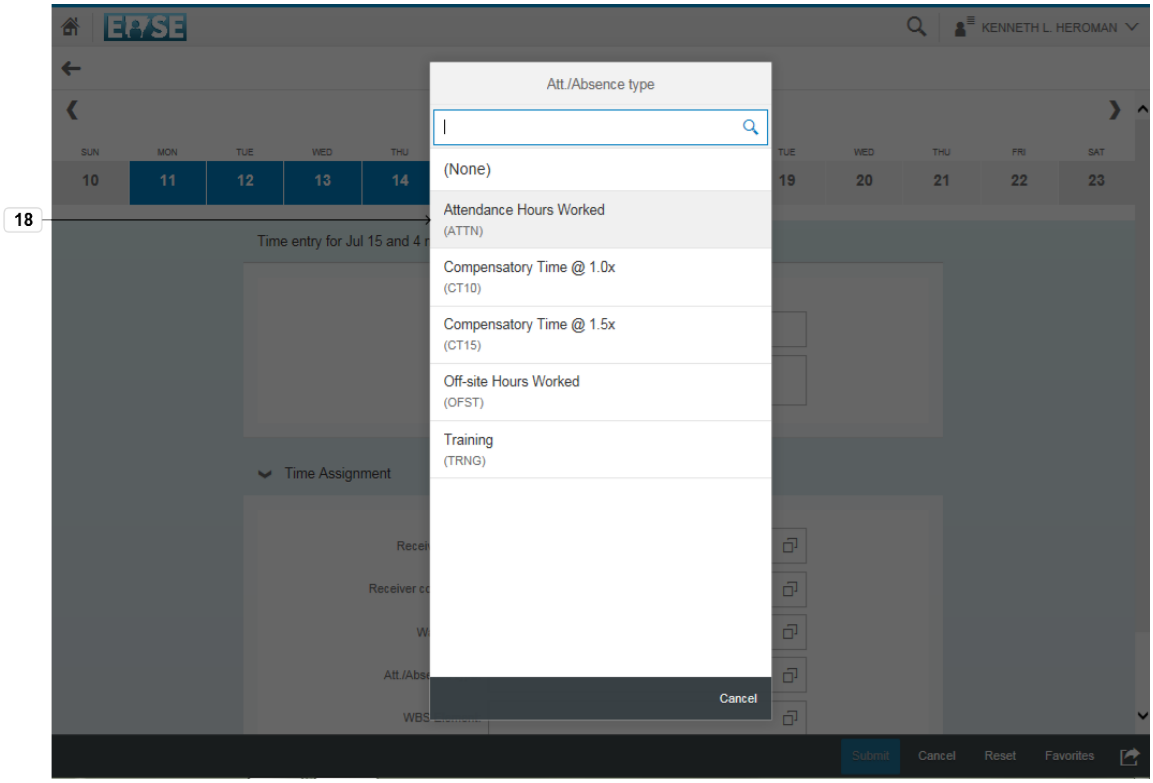
16. Click the **OK** button.

My Timesheet



17. Click the **Attendance type** dropdown button.

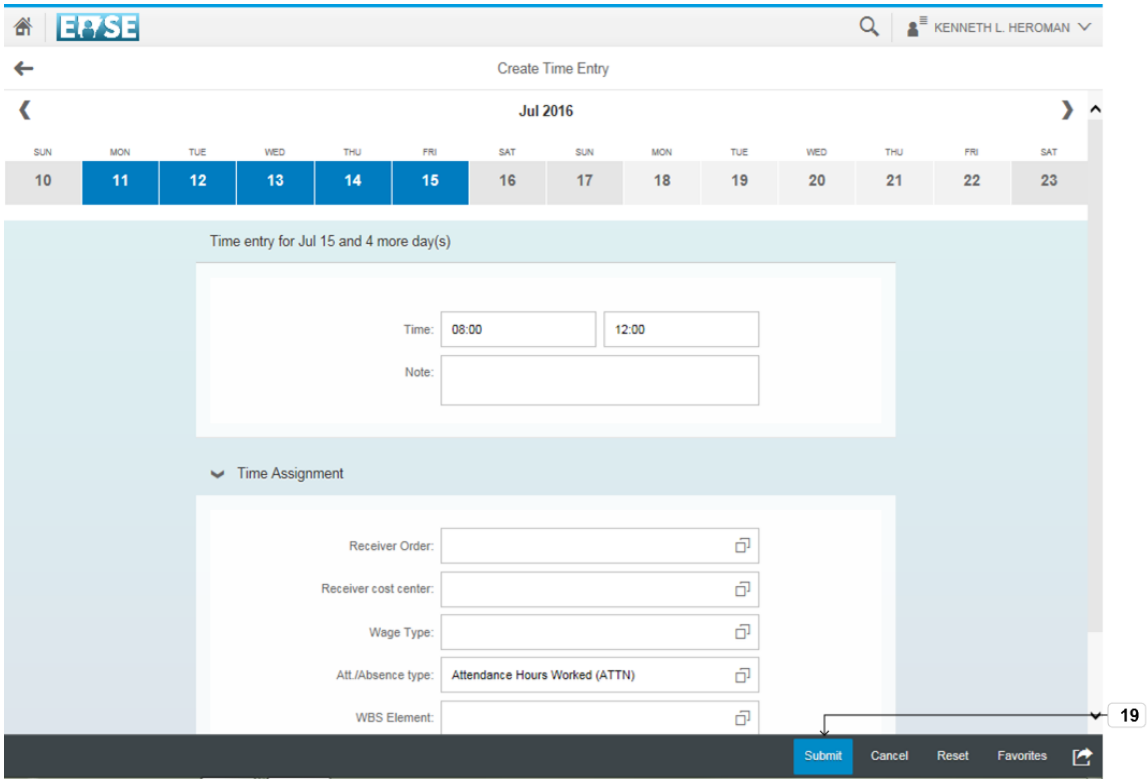
Header Att./Absence type



18. Select the **Attendance type** from the list.

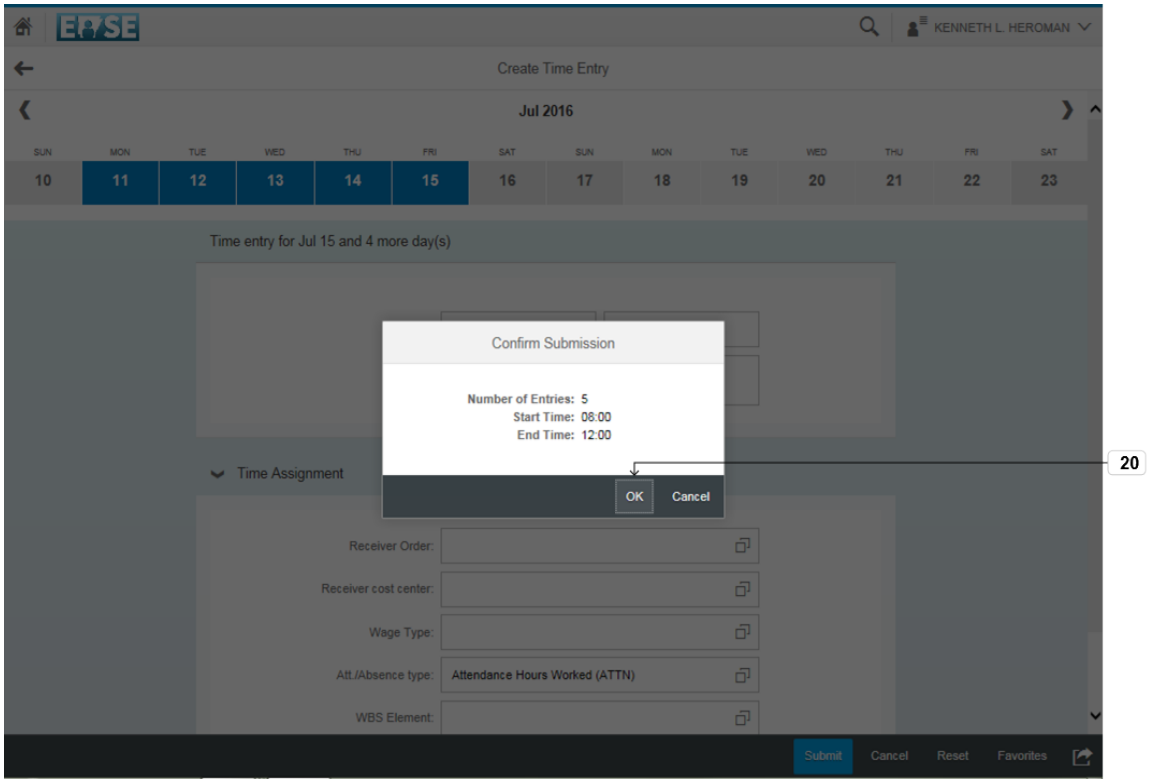
A list of **Attendance types** are displayed for selection.

My Timesheet



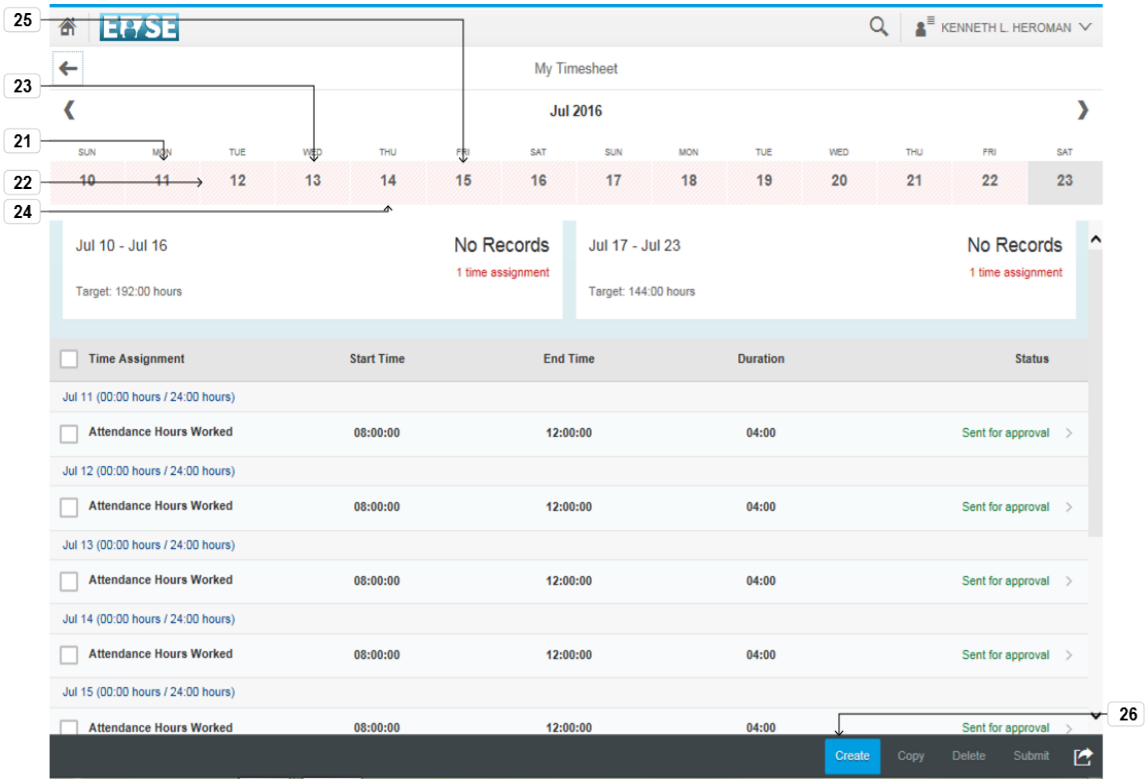
19. Click the **Submit** button.

Header Confirm Submission



20. Click the **OK** button.

My Timesheet



21. Click on **day(s).**

22. Click on **day(s).**

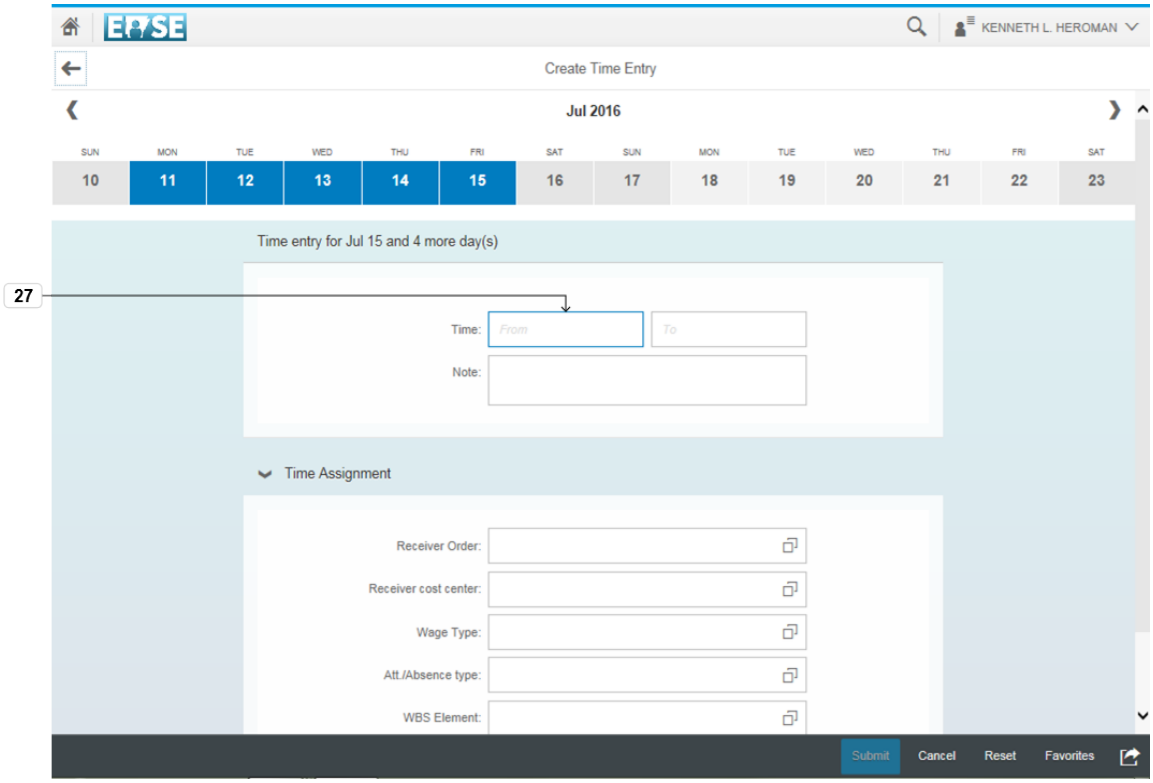
23. Click on **day(s).**

24. Click on **day(s).**

25. Click on **day(s).**

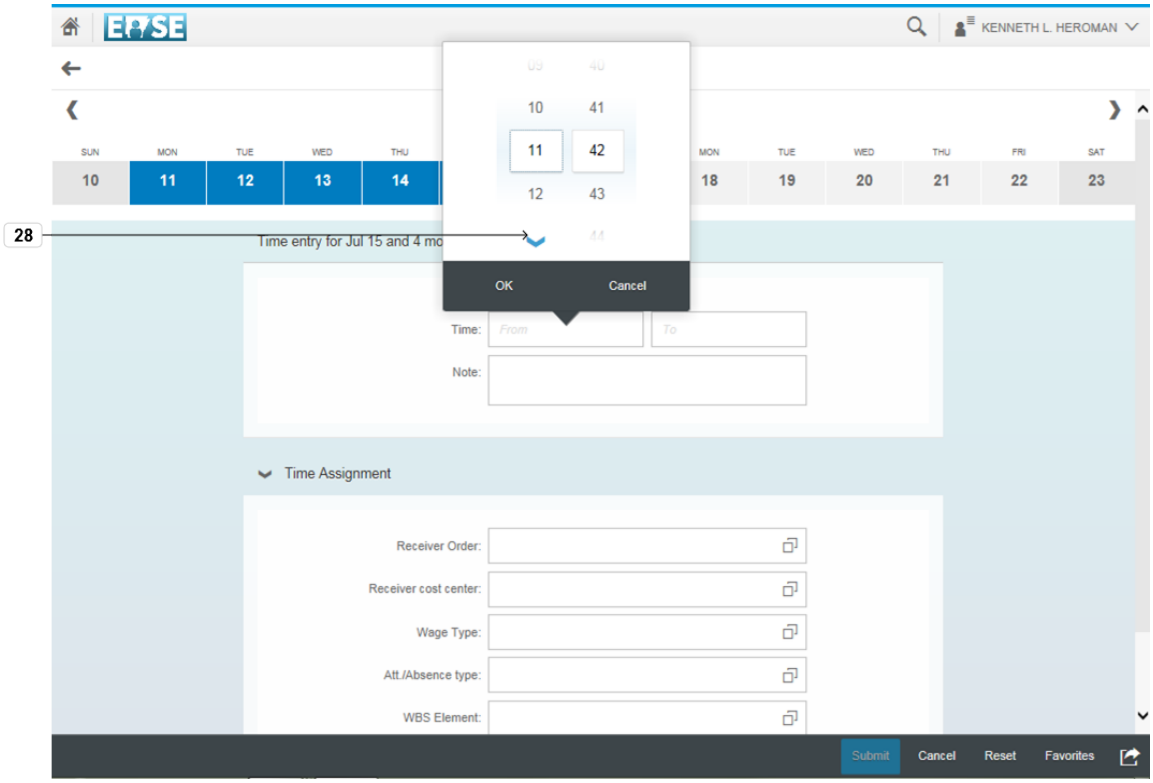
26. Click the **Create** button.

My Timesheet



27. Click the **Time From** field.

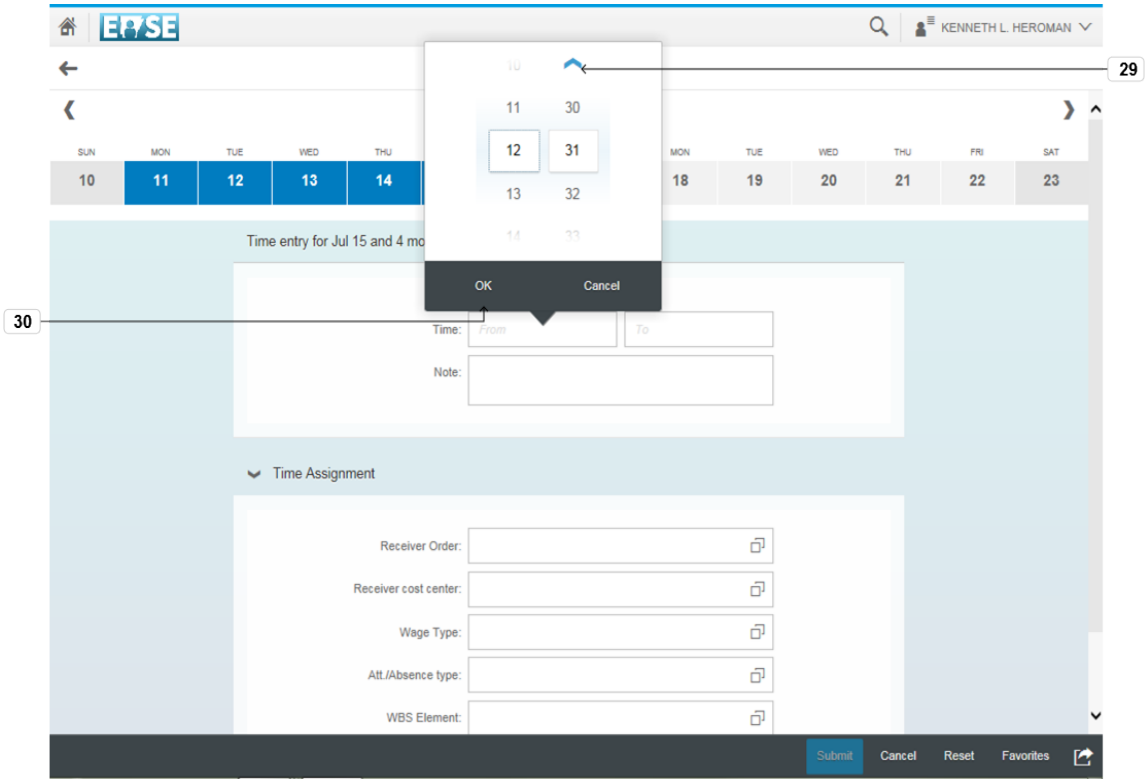
My Timesheet



28. Click the Scroll button to select **Starting hour**.

Example: **Enter** 12 if 12:30 PM

My Timesheet

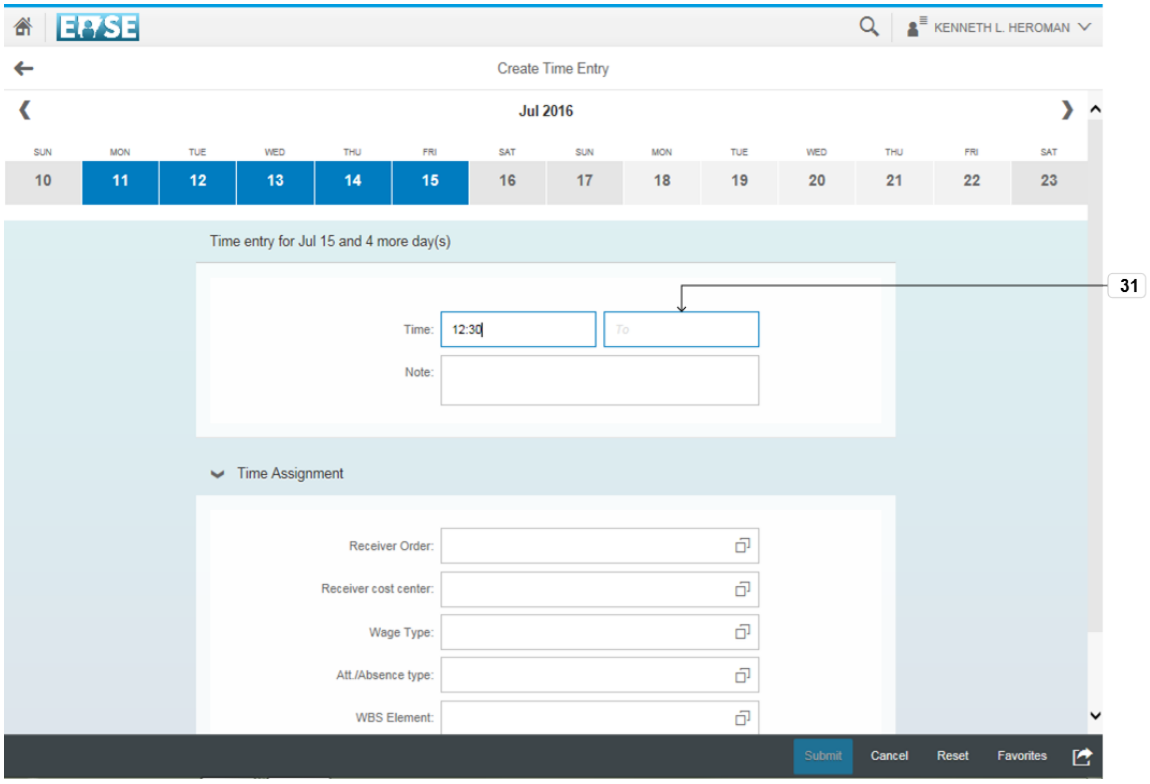


29. Click the Scroll button to select **Starting minutes**.

Example: **Enter** 30 if 12:30 PM

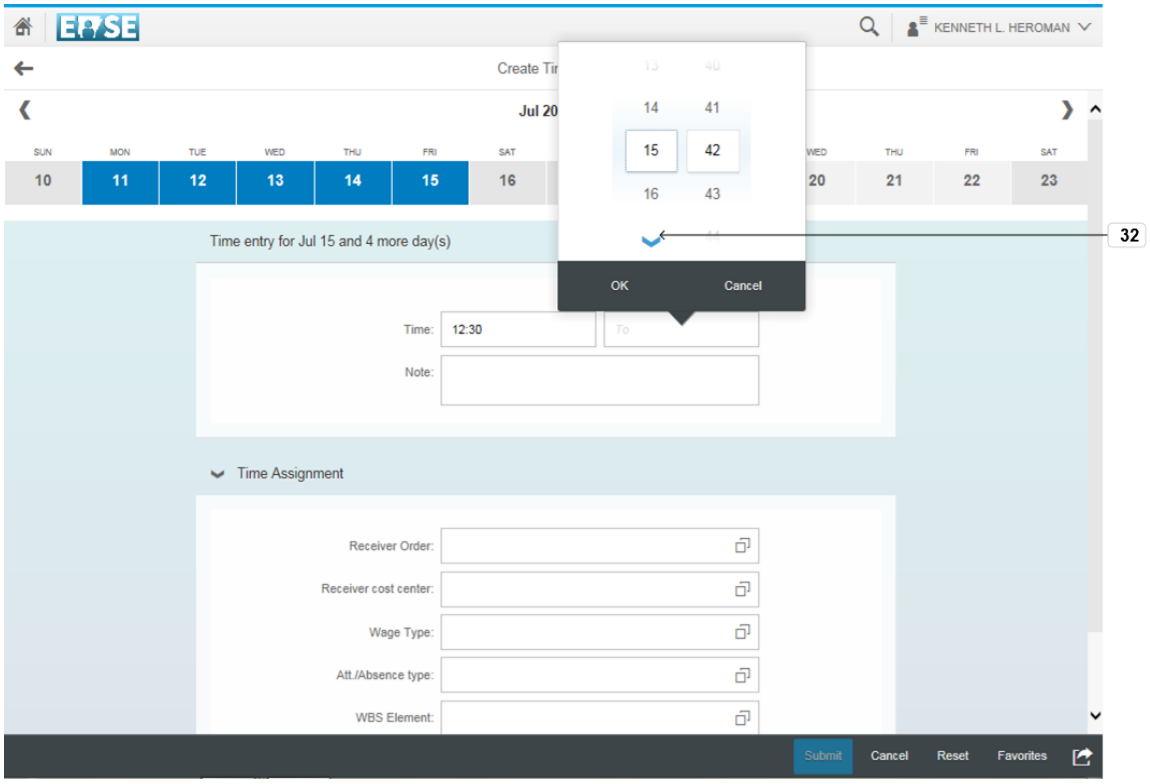
30. Click the **OK** button.

My Timesheet



31. Click the **Time To** field.

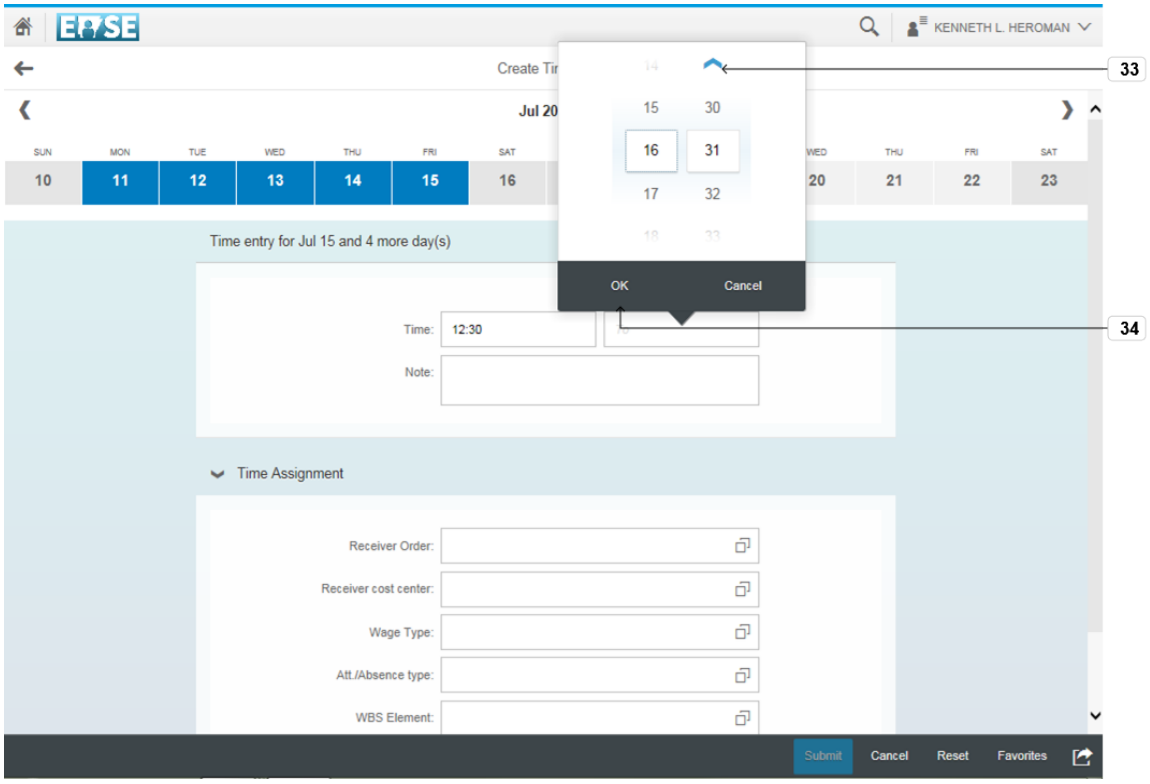
My Timesheet



32. Click the Scroll button to select **Ending hour**.

Example: **Enter** 16 if 4:30 PM

My Timesheet

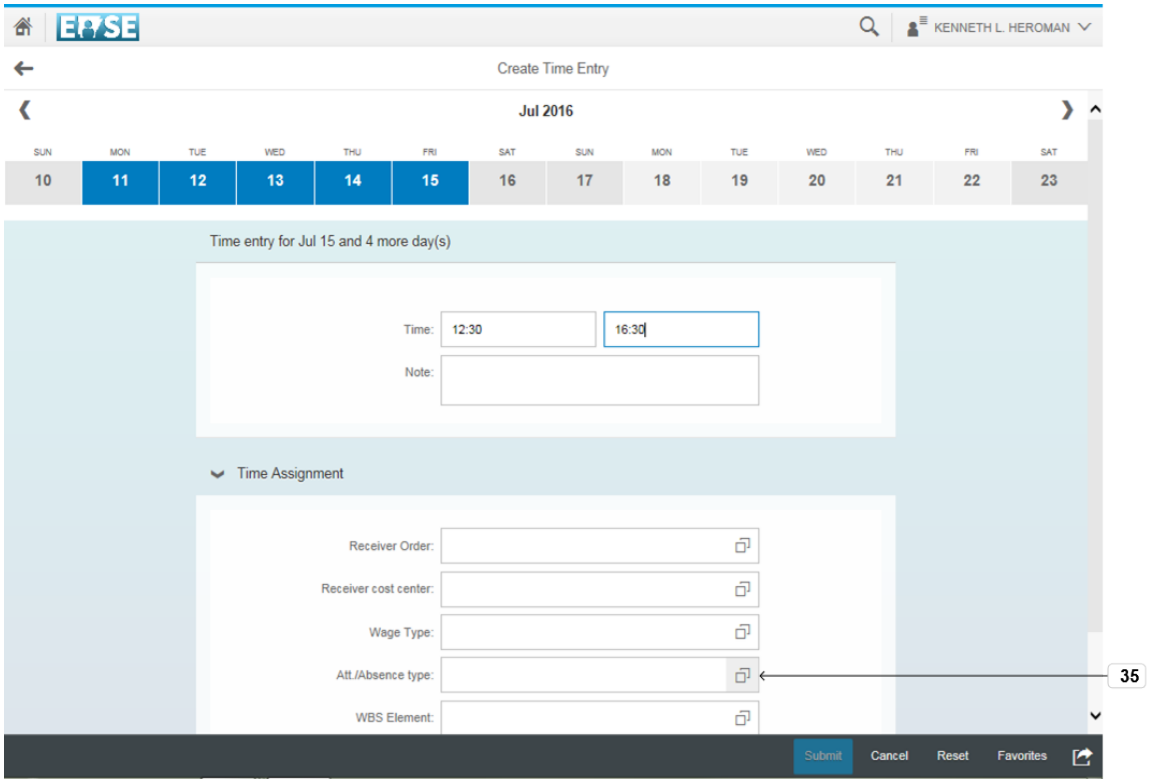


33. Click the Scroll button to select **Ending minutes**.

Example: **Enter** 30 if 4:30 PM

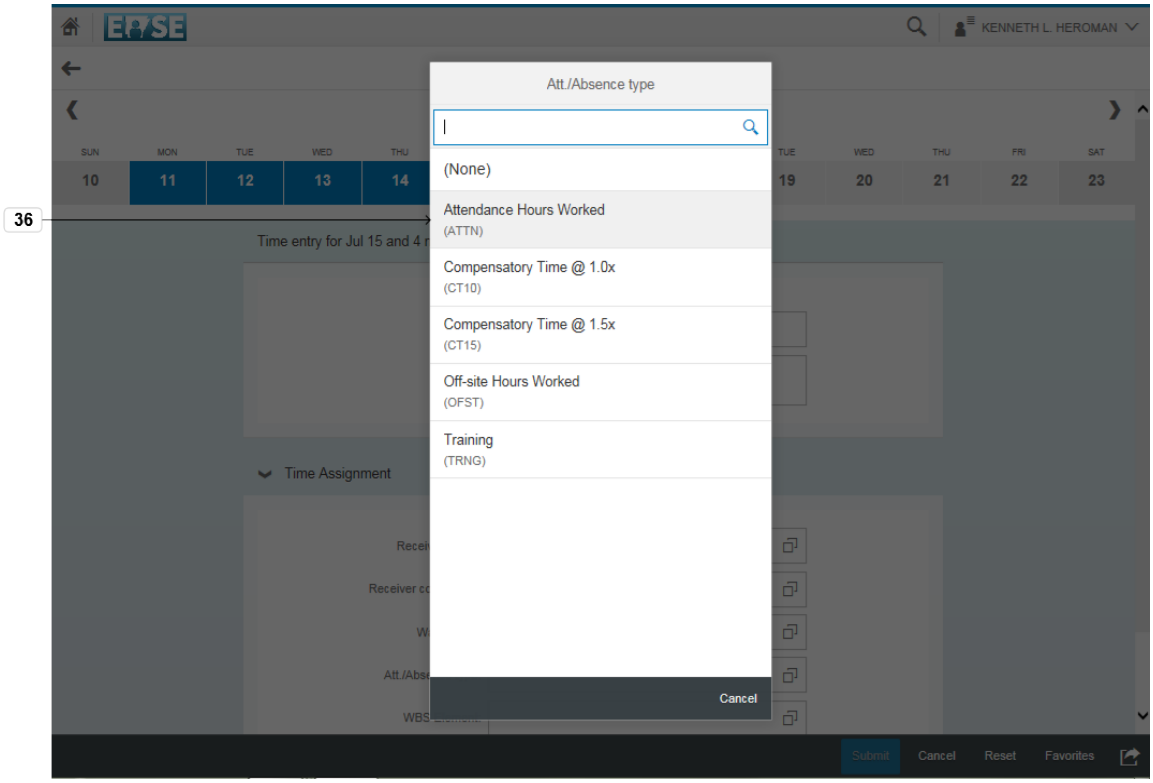
34. Click the **OK** button.

My Timesheet



35. Click the **Attendance type** dropdown button.

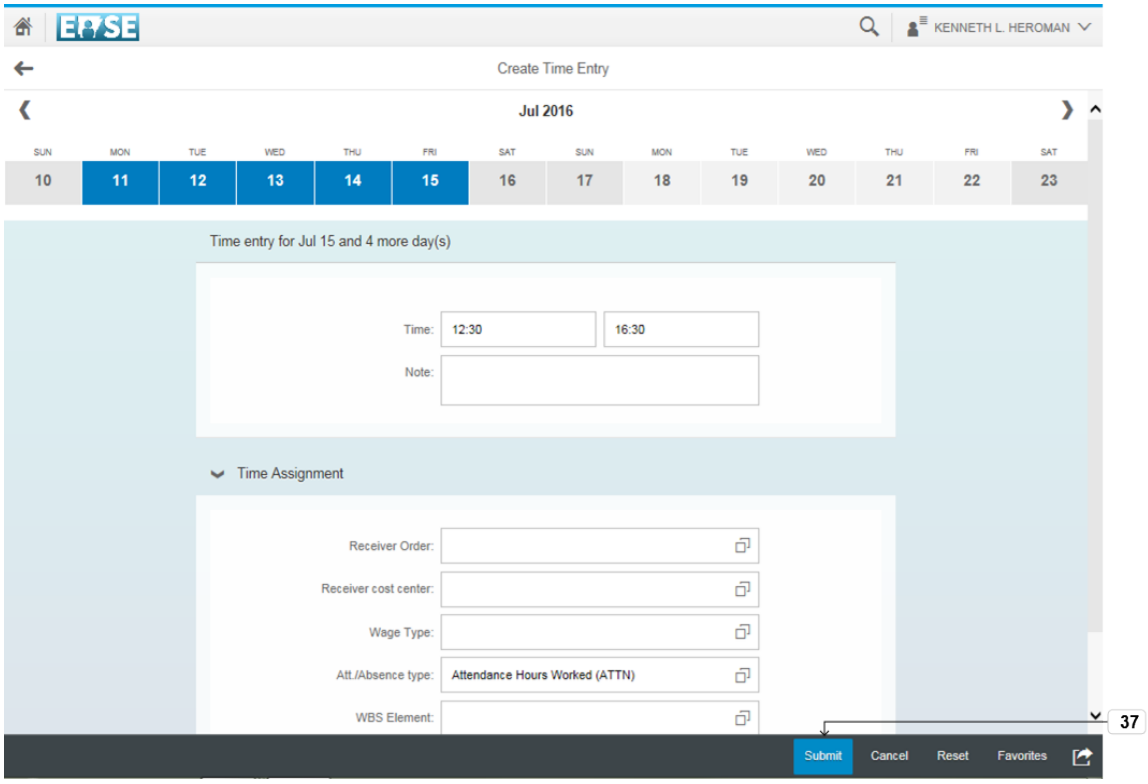
Header Att./Absence type



36. Select the **Attendance type** from the list.

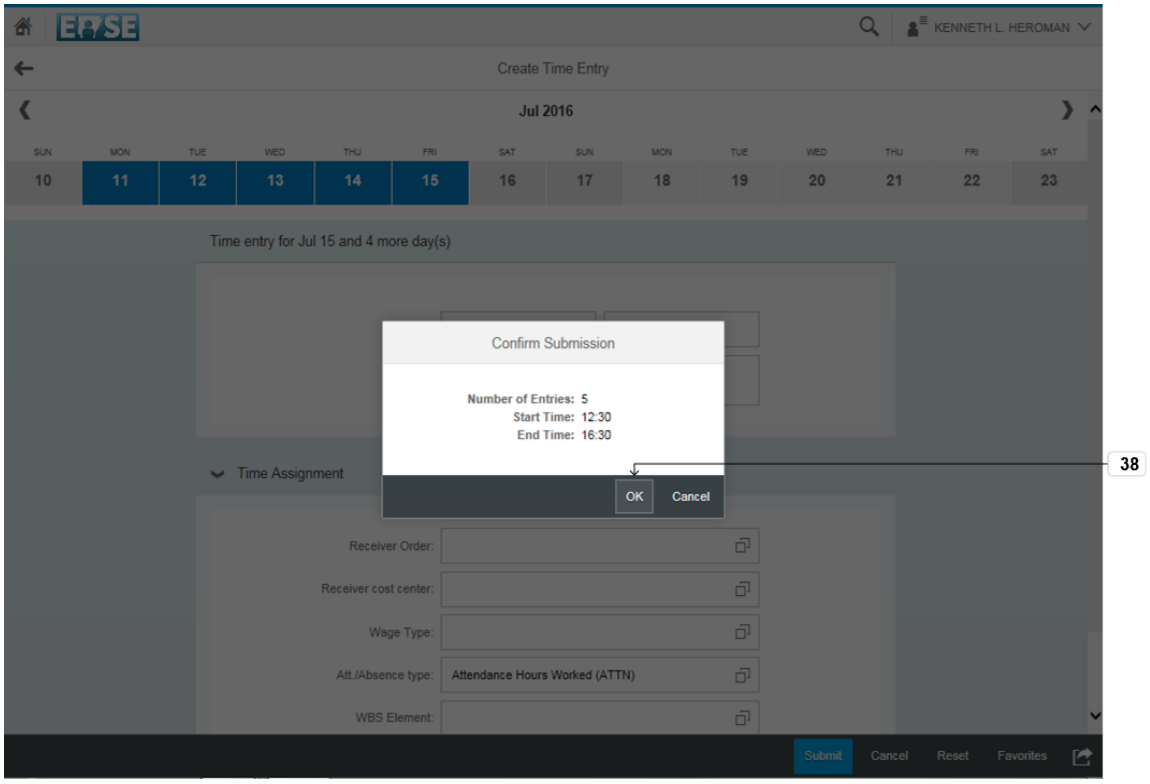
A list of **Attendance types** are displayed for selection.

My Timesheet



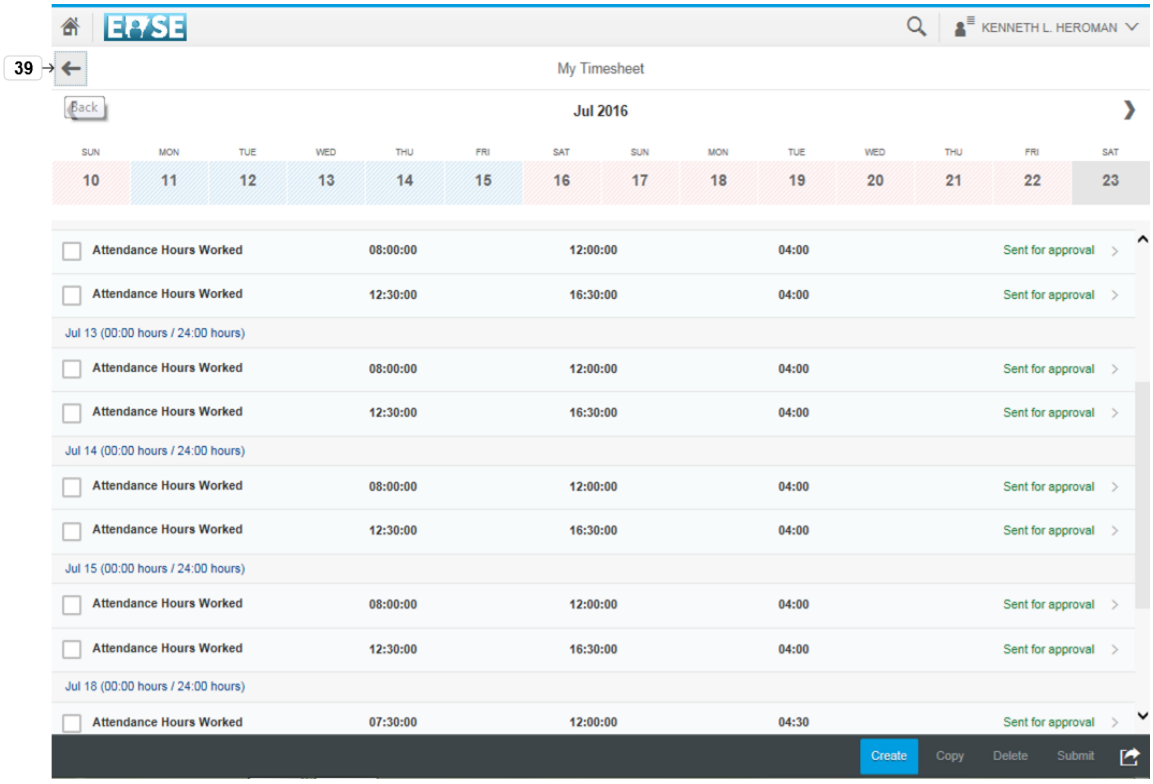
37. Click the **Submit** button.

Header Confirm Submission



38. Click the **OK** button.

My Timesheet



39. Click the **Back** button.

Summary

You have successfully created a Timesheet using EASE.

Next Steps

Log out of EASE.