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## Purpose

Use this procedure to create favorites for 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)

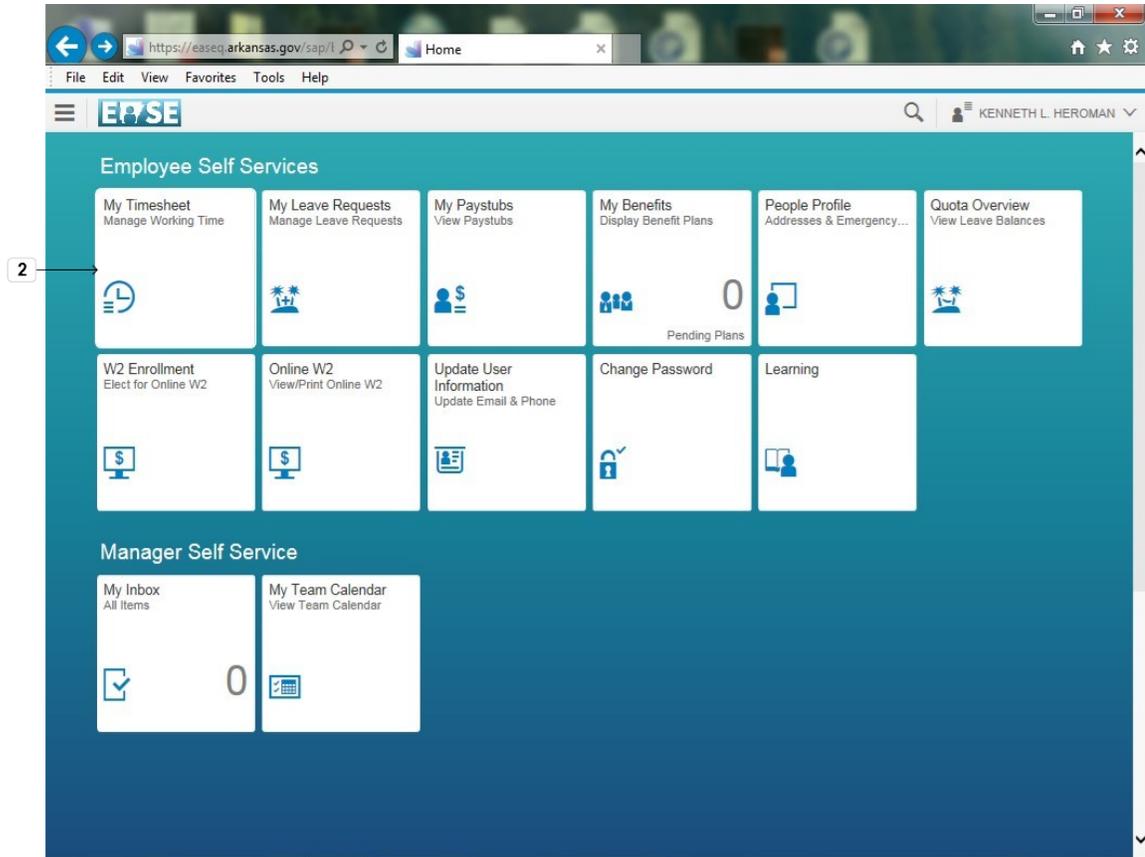


## Procedure

1. Start the task from the EASE home page.



## Home



2. Click **My Timesheet**.



### My Timesheet

The screenshot shows the 'My Timesheet' interface for July 2016. At the top, there is a navigation bar with a home icon, the 'EASE' logo, a search icon, and the user name 'KENNETH L. HEROMAN'. Below this is a calendar view for July 2016, with days 17 through 30 visible. A list of time entries follows, each with a date and time range. The status of each entry is indicated by a green checkmark and text: 'Sent for approval' for entries on Jul 19 and Jul 20, and 'Approved' for entries on Jul 25, Jul 26, Jul 27, and Jul 28. At the bottom right, there is a 'Create' button and other options like 'Copy', 'Delete', and 'Submit'.

Date	Start Time	End Time	Status
Jul 19 (00:00 hours / 24:00 hours)	07:30:00	12:00:00	Sent for approval
Jul 20 (00:00 hours / 24:00 hours)	07:30:00	12:00:00	Sent for approval
Jul 25 (00:00 hours / 24:00 hours)	08:00:00	12:00:00	Approved
Jul 25 (00:00 hours / 24:00 hours)	12:30:00	16:30:00	Approved
Jul 26 (00:00 hours / 24:00 hours)	08:00:00	12:00:00	Approved
Jul 26 (00:00 hours / 24:00 hours)	12:30:00	16:30:00	Approved
Jul 27 (00:00 hours / 24:00 hours)	08:00:00	12:00:00	Approved
Jul 27 (00:00 hours / 24:00 hours)	12:30:00	16:30:00	Approved

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

Time entry for Jul 22 and 4 more day(s)

Time: From To

Note:

Time Assignment

Receiver Order:

Receiver cost center:

Wage Type:

Att./Absence type:

WBS Element:

Submit Cancel Reset Favorites

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

### My Timesheet

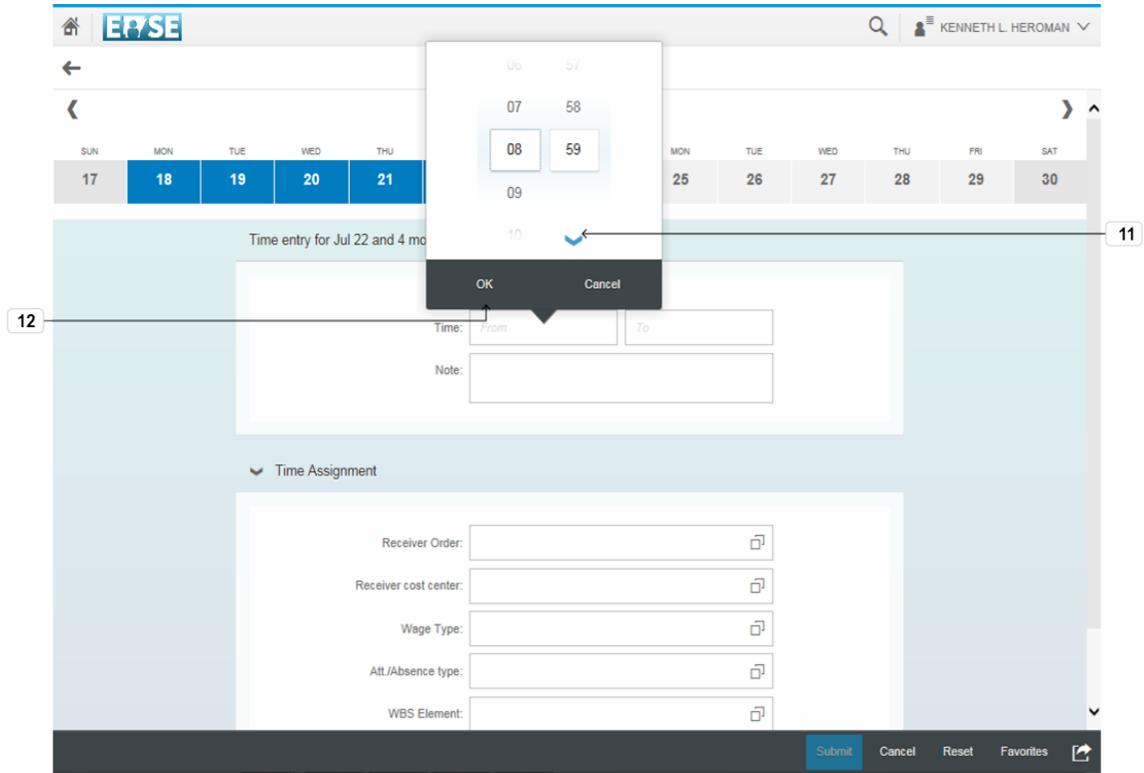
The screenshot displays the 'My Timesheet' interface. At the top, there is a navigation bar with a home icon, the 'EASE' logo, a search icon, and the user name 'KENNETH L. HEROMAN'. Below this is a calendar view for July 2017, with dates 17 through 30. A modal window is open in the center, allowing the user to select a starting hour. The modal contains a grid of hours: 08, 09, 10, 11 in the first column and 38, 39, 40, 41 in the second column. The '09' button is highlighted. Below the grid are 'OK' and 'Cancel' buttons. Underneath the modal, there are input fields for 'Time: From' and 'To', and a 'Note:' field. Below that is a 'Time Assignment' section with fields for 'Receiver Order:', 'Receiver cost center:', 'Wage Type:', 'Att./Absence type:', and 'WBS Element:'. At the bottom right of the interface, there are buttons for 'Submit', 'Cancel', 'Reset', and 'Favorites'.

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 in the **OK** button.



### My Timesheet

EPSE

KENNETH L. HEROMAN

Create Time Entry

Jul 2016

SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT

17 18 19 20 21 22 23 24 25 26 27 28 29 30

Time entry for Jul 22 and 4 more day(s)

Time: 08:00 To

Note:

Time Assignment

Receiver Order:

Receiver cost center:

Wage Type:

Att./Absence type:

WBS Element:

Submit Cancel Reset Favorites

- 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

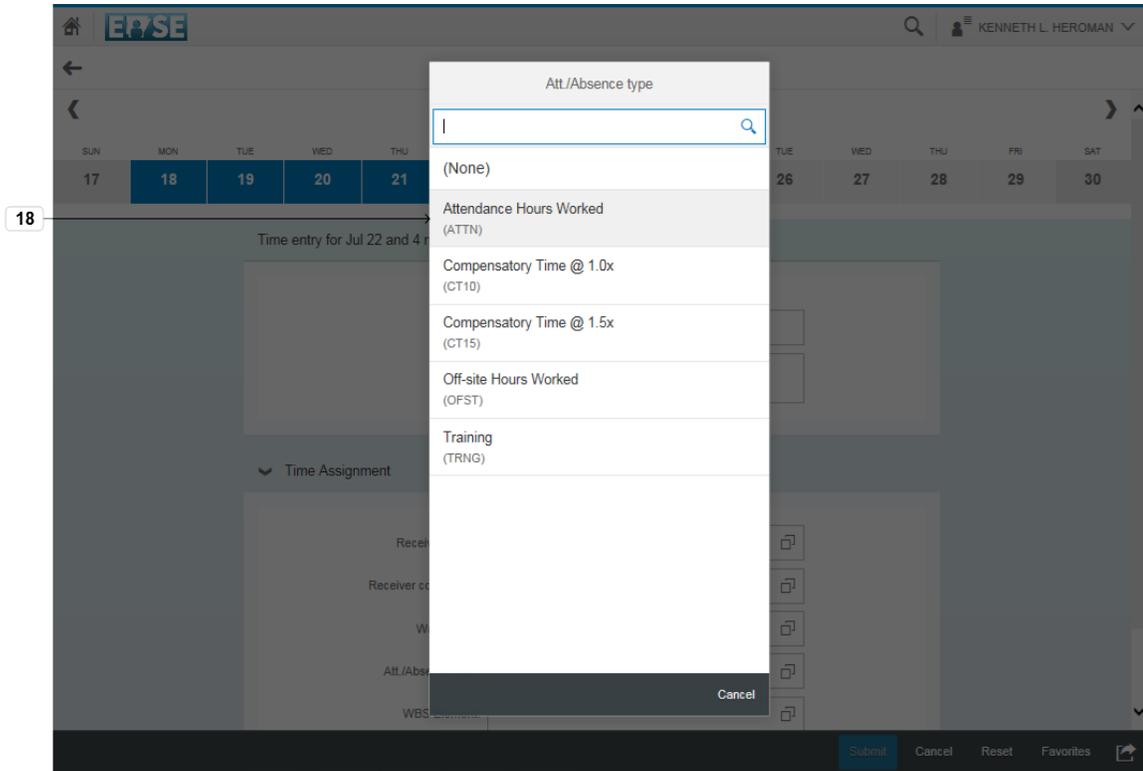
16. Click the **OK** button.



### 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 to select.



### My Timesheet

EPSE

KENNETH L. HEROMAN

Create Time Entry

Jul 2016

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
17	18	19	20	21	22	23	24	25	26	27	28	29	30

Time entry for Jul 22 and 4 more day(s)

Time: 08:00 12:00

Note:

Time Assignment

Receiver Order:

Receiver cost center:

Wage Type:

Att./Absence type: Attendance Hours Worked (ATTN)

WBS Element:

Submit Cancel Reset Favorites

19

19. Click the **Favorites** button.



### My Timesheet

EPSE

KENNETH L. HEROMAN

Create Time Entry

Jul 2016

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
17	18	19	20	21	22	23	24	25	26	27	28	29	30

Time entry for Jul 22 and 4 more day(s)

Time: 08:00 12:00

Note:

Time Assignment

Receiver Order:

Receiver cost center:

Wage Type:

Att./Absence type: Attendance Hours Worked (ATTN)

WBS Element:

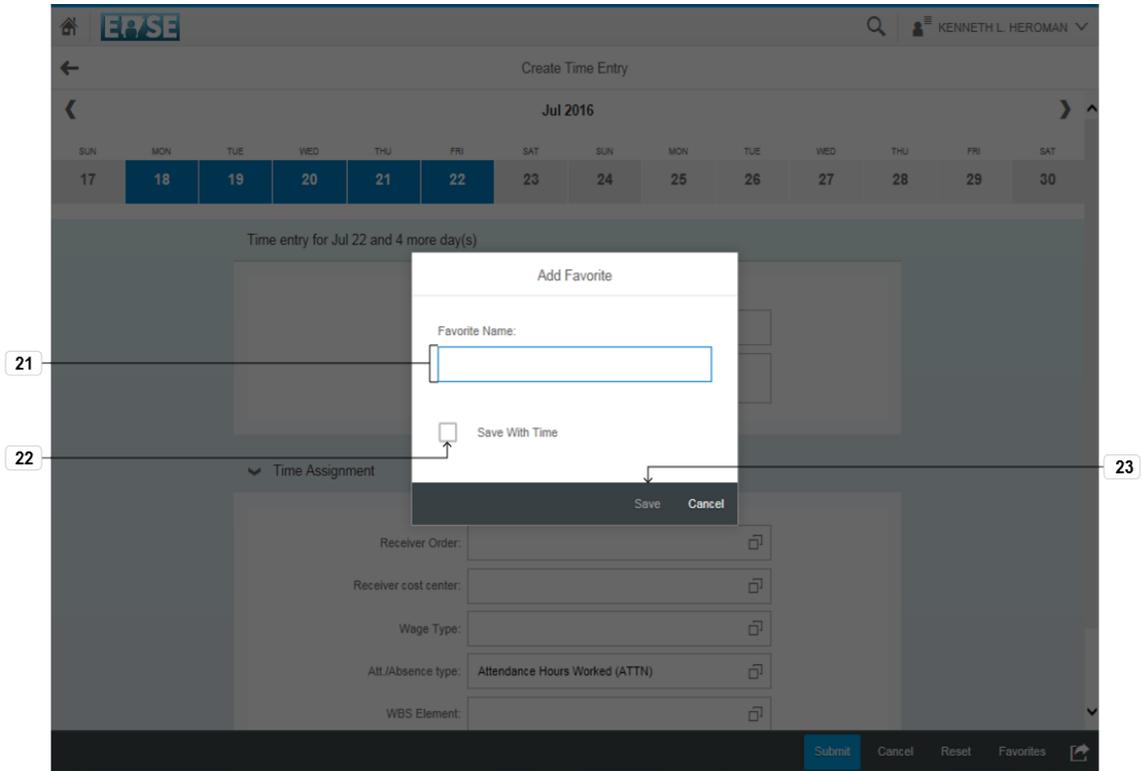
Submit Cancel Reset Favorites

Edit Favorites  
Delete Favorites  
Save as Favorite

20

20. Click the **Save as Favorite** button.

### Header Add Favorite



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

Field	R/O/C	Description
	Required	<b>Example:</b> My Morning Timesheet

22. Click the **Save With Time** check box .

By clicking the **Save With Time** check box, you transfer the Start and End times to the Favorite.

23. Click the **Save** button.

These steps can be repeated to create a **"My Afternoon Timesheet"** Favorite for the 12:30 PM - 4:30 PM time pair.



### My Timesheet

24. Click the **Back** button.



### My Timesheet

The screenshot shows the 'My Timesheet' interface. At the top, there is a navigation bar with a home icon, the 'EASE' logo, a search icon, and the user name 'KENNETH L. HEROMAN'. Below the navigation bar, there is a '25' button with a left arrow and a 'Back' button. The main area displays a calendar for 'Jul 2016' with days from Sunday 17 to Saturday 30. Below the calendar, there is a list of time entry records for several dates:

- Jul 19 (00:00 hours / 24:00 hours)**: Attendance Hours Worked, 07:30:00 - 12:00:00, 04:30, Sent for approval >
- Jul 20 (00:00 hours / 24:00 hours)**: Attendance Hours Worked, 07:30:00 - 12:00:00, 04:30, Sent for approval >
- Jul 25 (00:00 hours / 24:00 hours)**:
  - Attendance Hours Worked, 08:00:00 - 12:00:00, 04:00, Approved >
  - Attendance Hours Worked, 12:30:00 - 16:30:00, 04:00, Approved >
- Jul 26 (00:00 hours / 24:00 hours)**:
  - Attendance Hours Worked, 08:00:00 - 12:00:00, 04:00, Approved >
  - Attendance Hours Worked, 12:30:00 - 16:30:00, 04:00, Approved >
- Jul 27 (00:00 hours / 24:00 hours)**:
  - Attendance Hours Worked, 08:00:00 - 12:00:00, 04:00, Approved >
  - Attendance Hours Worked, 12:30:00 - 16:30:00, 04:00, Approved >

At the bottom right of the interface, there are buttons for 'Create', 'Copy', 'Delete', 'Submit', and a share icon.

25. Click the **Back** button.



## Summary

You have successfully created a favorite for a timesheet.



### Next Steps

Use the saved favorite to create a timesheet entry.