



Purpose

Use this procedure to delete previously approved time entries.

Prerequisites

- Approving Manager must have approved a time entry for the employee.

Menu Path

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

- <https://ease.arkansas.gov>
- SAP Fiori App (mobile device)

EASE

Tips and Tricks

- Approving Managers must approve/reject the deleted time entries.
- Warnings may occur for duplicate time and leave entries until the manager has approved.
- Remember users must submit a total of 40 hours for each pay period. This could be a combination of time worked and/or leave used.
- 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.



Home

The screenshot shows the EASE Employee Self Services dashboard. At the top, there is a navigation bar with the EASE logo, a search icon, and the user name YVONNE B DAVENPORT. Below the navigation bar is a teal header for 'Employee Self Services'. The main content area contains a grid of white tiles with blue icons and text. A red circle with the number '2' is positioned to the left of the 'My Timesheet' tile, with an arrow pointing to it. The tiles are arranged as follows:

- Row 1: My Timesheet (Manage Working Time), My Leave Requests (Manage Leave Requests), My Paystubs (View Paystubs), My Benefits (Display Benefit Plans), People Profile (Addresses & Emergency...)
- Row 2: Quota Overview (View Leave Balances), W2 Enrollment (Elect for Online W2), Online W2 (View/Print Online W2), Update User Information (Update Email & Phone), Change Password
- Row 3: Learning

2. Click the **My Timesheet** tile.



My Timesheet

The screenshot shows the EASE 'My Timesheet' interface for YVONNE B DAVENPORT. The calendar for Jan 2017 is displayed, with Tuesday, January 24th selected. A summary for the period Jan 22 - Jan 28 shows 40:00 hours approved. Below the calendar, a table lists time assignments for Jan 23 and Jan 24, all with 'Approved' status. A 'Delete' button is highlighted in the bottom right corner of the interface.

<input type="checkbox"/> Time Assignment	Start Time	End Time	Duration	Status
Jan 23 (08:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:00:00	12:00:00	04:00	Approved >
<input type="checkbox"/> Attendance Hours Worked	12:30:00	16:30:00	04:00	Approved >
Jan 24 (08:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:00:00	12:00:00	04:00	Approved >

3. Click the approved **Date** intended for deletion.



In this scenario, a non-exempt employee needs to use leave for Tuesday, January 24th, which was previously approved on the timesheet.

4. Click the **Delete** button.



When the date is selected from the calendar, the delete check boxes are also selected for both time pairs for that date.

Users can also use the check boxes to select or deselect an entry for deletion as needed.



Header Confirm Deletion

The screenshot shows the EASE 'My Timesheet' interface. At the top, there's a navigation bar with the EASE logo, a search icon, and the user name 'YVONNE B DAVENPORT'. Below this is a calendar for 'Jan 2017' with the 24th highlighted. The main area displays a list of 'Attendance Hours Worked' entries. A 'Confirm Deletion' dialog box is overlaid on the screen, showing the following information:

- Confirm Deletion
- Number of Entries: 2
- Number of Hours: 8 hours 0 minutes
- Buttons: OK, Cancel

A circled number '5' is positioned to the right of the OK button in the dialog box, indicating the step to click it.

5. Click the **OK** button.



My Timesheet

6 → YVONNE B DAVENPORT ▾

← My Timesheet

Jan 2017

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18	19	20	21	22	23	24	25	26	27	28

<input type="checkbox"/> Time Assignment	Start Time	End Time	Duration	Status
Jan 23 (08:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:00:00	12:00:00	04:00	Approved >
<input type="checkbox"/> Attendance Hours Worked	12:30:00	16:30:00	04:00	Approved >
Jan 25 (08:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:00:00	12:00:00	04:00	Approved >
<input type="checkbox"/> Attendance Hours Worked	12:30:00	16:30:00	04:00	Approved >
Jan 26 (08:00 hours)				

Create Copy Delete Submit

6. Click the **Home** button.



The deleted time entries are removed from the **Time Assignment** section.



Summary

You have successfully deleted previously approved time entries.



Next Steps

Create a leave request and/or submit corrected time entries as needed to complete your total working hours for the pay period.