



Purpose

Use this procedure to delete or request a deletion of a time entry that has a status of "Sent for Approval" or "Approved" using EASE.

Prerequisites

- Know your dates 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)

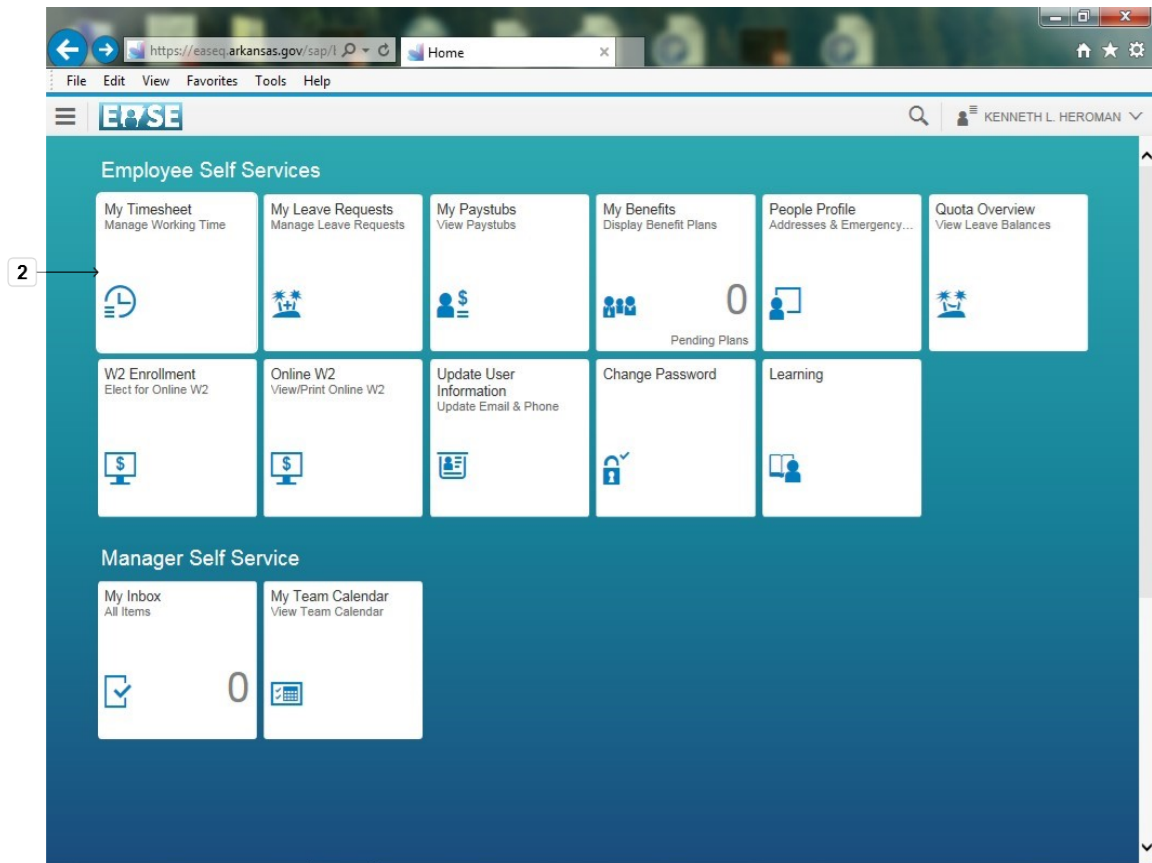


Procedure

1. Start the task from the EASE home page.



Home



2. Click **My Timesheet**.



My Timesheet

My Timesheet

May 2016

May 29 - Jun 4: No Records, 1 time assignment

Jun 5 - Jun 11: No Records, 1 time assignment, 40.00 hours approved

Time Assignment	Start Time	End Time	Duration	Status
May 31 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:30:00	16:30:00	08:00	Sent for approval >
Jun 1 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:00:00	12:00:00	04:00	Sent for approval >
<input checked="" type="checkbox"/> Attendance Hours Worked	12:30:00	14:30:00	02:00	Sent for approval >
Jun 2 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:30:00	16:30:00	08:00	Sent for approval >
Jun 3 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:30:00	16:30:00	08:00	Sent for approval >
Jun 5 (00:00 hours)				

Create Copy Delete Submit

3. Click in the **check box**.
4. Click the **Delete** button.



Header Confirm Deletion

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5. Click the **OK** button.



Deletion of "Approved" timesheet entries are sent to an Approving Manager's My Inbox to **Approve** or **Reject**.

Deletion of "Sent for Approval" timesheet entries are sent to an Approving Manager's Outlook e-mail account, and no further action is required.



My Timesheet

EASE KENNETH L. HEROMAN

6 → My Timesheet

May 2016

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4	5	6	7	8	9	10	11

May 29 - Jun 4

No Records
1 time assignment

Jun 5 - Jun 11

No Records
1 time assignment
40:00 hours approved

<input type="checkbox"/> Time Assignment	Start Time	End Time	Duration	Status
May 31 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:30:00	16:30:00	08:00	Sent for approval >
Jun 1 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:00:00	12:00:00	04:00	Sent for approval >
Jun 2 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:30:00	16:30:00	08:00	Sent for approval >
Jun 3 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:30:00	16:30:00	08:00	Sent for approval >
Jun 6 (00:00 hours)				
<input type="checkbox"/> Attendance Hours Worked	08:30:00	16:30:00	08:00	Approved >

Create Copy Delete Submit

6. Click the **Back** button.



Summary

You have successfully deleted a timesheet entry.



Next Steps

Create a new time entry if applicable.