



Purpose

Use this procedure to create a leave request for Holiday Leave in the My Leave Requests tile of EASE.

Prerequisites

- Know the dates and hours of holiday leave 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 Leave Request could result in payroll errors and non-payment.
- Enter the appropriate Absence Type in your Leave Request, e.g. Holiday Leave.
- Leave time is used in 15 minute increments.



Procedure

1. Start the task from the EASE home page.



Home

Employee Self Services

My Timesheet
Manage Working Time

My Leave Requests
Manage Leave Requests

My Paystubs
View Paystubs

My Benefits
Display Benefit Plans

People Profile
Addresses & Emergency...

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

Learning

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2. Click **My Leave Requests**.



My Leave Requests

EASE NONEXEMPT 34 TRAINING

Create Leave Request

Annual Leave

Aug 2016

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

Sep 2016

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |

Working Day

Non-Working Day

Approved

Approval Pending

Public Holiday

Rejected

Today

Selected Day(s)

0 Hours Used

56 Hours Available

Start Time

End Time

Attendance/Absence Hours

Approver

APPROVER 34 TRAINING

Note

Send

Reset

Leave Balance

History

3. Click the **navigation arrow** button.



My Leave Requests

EPSE

NONEXEMPT 34 TRAINING

Create Leave Request

Annual Leave

0 Hours Used 56 Hours Available

Start Time End Time

Attendance/Absence Hours

Approver

APPROVER 34 TRAINING

Note

Send Reset Leave Balance History

Legend:
Working Day Non-Working Day Approved Approval Pending Public Holiday
Rejected Today Selected Day(s)

4. Click the **navigation arrow** button.
5. Click the **Absence Type** drop-down button.



My Leave Requests

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Oct 2016

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

Working Day Non-Working Day Appr Rejected Today Selected Day(s)

Annual Leave

Annual Leave

Sick / Illness

Holiday Leave

Employee Birthday

Compensatory Leave 1.0

Compensatory Leave 1.5

Leave without Pay

Administrative Leave

Administrative Leave LWOP

1270 Leave

Civil Air/Coast Gu

Catastrophic Leave

Child Ed Activities Leave

Court and Jury Leave

Disciplinary Leave LWOP

Disaster Service

Education Leave LWOP

Education Leave

0 Hours Used 56 Hours Available

Start Time End Time

Attendance/Absence Hours

Approver

APPROVER 34 TRAINING

Note

Send Reset Leave Balance History

6. Click the **Holiday Leave** list item.



Non-Exempt employees create leave requests for Holiday Leave in order to get paid for that holiday, whereas, Exempt employees exclude the Holiday from leave requests.



My Leave Requests

Home EASE Search NONEXEMPT 34 TRAINING

Create Leave Request

Holiday Leave

Oct 2016 Nov 2016

| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 | 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 | | | | | | | |

Legend: Working Day, Non-Working Day, Approved, Approval Pending, Public Holiday, Rejected, Today, Selected Day(s)

0 Hours Used 24 Hours Available

Start Time End Time

Attendance/Absence Hours

Approver APPROVER 34 TRAINING

Note

Send Reset Leave Balance History

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7. Click the **holiday date(s)**.
8. Click the **holiday date(s)**.



My Leave Requests

EASE NONEXEMPT 34 TRAINING

Create Leave Request

Holiday Leave

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Oct 2016

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| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 | 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 | | | | | | | |

Working Day

Non-Working Day

Approved

Approval Pending

Public Holiday

Rejected

Today

Selected Day(s)

0 Hours Used

24 Hours Available

Start Time

End Time

Attendance/Absence Hours

Approver

Note

Send

Reset

Leave Balance

History

9. Click the **Send** button.



Header Send Leave Request

The screenshot shows the EASE system interface for creating a leave request. A modal window titled "Send Leave Request" is open, displaying a warning message: "11/24/2016 is a Holiday, Thanksgiving Day (AR)". The modal has "OK" and "Cancel" buttons. A callout box with the number "10" points to the "OK" button. The background interface shows a calendar for October and November 2016, with "Holiday Leave" selected. It also displays "0 Hours Used" and "24 Hours Available".

10. Click the **OK** button.



Header Send Leave Request

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11. Click the **OK** button.



Employees receive e-mail notifications in their Microsoft Outlook account when their leave request is approved or rejected.



My Leave Requests

NONEXEMPT 34 TRAINING

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Create Leave Request

Back

Holiday Leave

<

Aug 2016

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| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

<

Sep 2016

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| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |

Working Day

Non-Working Day

Approved

Approval Pending

Public Holiday

Rejected

Today

Selected Day(s)

16 Hours Used

8 Hours Available

Start Time

End Time

Attendance/Absence Hours

Approver

APPROVER 34 TRAINING

Note

Send Reset Leave Balance History

12. Click in the **Back** button.



Summary

You have successfully created a leave request for holiday leave using EASE.



Next Steps

Log Out of EASE.