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## Purpose

Use this procedure to approve or reject leave requests submitted by an employee using EASE.

## Prerequisites

- Workflow task for Leave Request entry is available in the **My Inbox** application.

## Menu Path

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

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

## Tips and Tricks

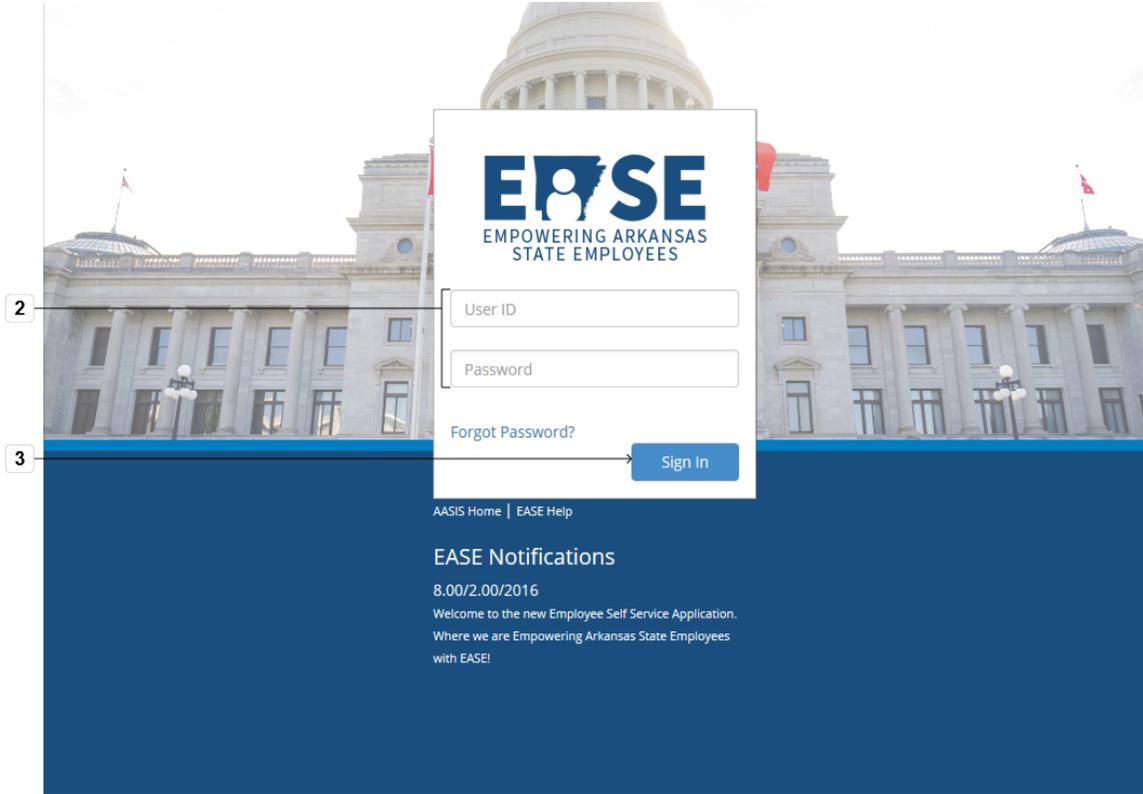
- Approving Managers receive a business email and a task notification on the **My Inbox** tile when a leave request is submitted and for withdrawn request that require further processing.
- Approving Managers receive business emails for outstanding leave request tasks starting on the *Thursday* before Payroll Monday until the task(s) relevant to the current payroll period are completed.
- Approving Managers and their Hierarchical Manager receive business emails for outstanding leave request tasks starting at 9:00 a.m. on *Payroll Monday* as part of an escalation process.
- Employees receive business emails upon approval or rejection of the leave request.
- Values in this document are for example only. Accurate data relies on a particular agencies business process.



## Procedure

1. Start the task from the EASE home page.

### EASE Login



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

Field	R/O/C	Description
User ID	Required	AASIS User ID required to log on to EASE.  <b>Example:</b> bahamlet
Password	Required	AASIS password is required to log on to EASE. AASIS password rules apply. Users are prompted to change passwords every 90 days.  <b>Example:</b> welcome1

3. Click the **Sign In** button.



## Home

The screenshot shows the EASE Employee Self Service dashboard. At the top, there is a search bar and a user profile for BOYCE A. HAMLET. The main content area is divided into two sections: Employee Self Service and Manager Self Service. The Employee Self Service section contains several tiles: My Leave Requests (Manage Leave Requests), My Paystubs (View Paystubs), My Benefits (Display Benefit Plans) with a '0 Pending Plans' indicator, People Profile (Addresses & Emergency...), Quota Overview (View Leave Balances), and W2 Enrollment (Elect for Online W2). The Manager Self Service section contains two tiles: My Inbox (All Items) with a '2' indicator, and My Team Calendar (View Team Calendar). A callout box with the number '4' points to the My Inbox tile in the Manager Self Service section.

4. Click the **My Inbox** tile.



### My Inbox

KENNETH L HEROMAN's Leave Request

WF-Admin  
Due on 08/29/2016  
Created on 08/03/2016

Ready  
Medium

**Leave Request Submitted by KENNETH L HEROMAN**

Employee No. : 00011084  
Leave Type : Annual Leave  
Leave From : 08/26/2016 To 08/26/2016  
Requested Hrs. : 8.00  
Remaining Available Balance : 276.00 Hrs.

Available Leave Balance as of Today:

Leave Type	Available Balance
Annual Leave	276.00 Hours
Sick Leave	996.00 Hours

Approve Reject Claim Forward Suspend Open Task

5. Click the **Leave Request** to review.



Review the **Remaining Available Balance** for the employee, any notes provided by the employee, and the **My Team Calendar** for staff availability before making a decision.



### My Inbox

The screenshot shows the EASE system interface. At the top, there is a search bar and a user profile for BOYCE A. HAMLET. Below this, a navigation bar shows 'All Items (1)' and a list of items. The main content area displays a detailed view of 'KENNETH L HEROMAN's Leave Request'. The request is from 'WF-Admin', is 'Ready', and has a 'Medium' priority. It is due on 08/29/2016 and was created on 08/03/2016. Below the request details, there is a section titled 'Leave Request Submitted by KENNETH L HEROMAN' with the following information:

- Employee No. : 00011084
- Leave Type : Annual Leave
- Leave From : 08/26/2016 To 08/26/2016
- Requested Hrs. : 8.00
- Remaining Available Balance : 276.00 Hrs.

Below this information, there is a table showing the 'Available Leave Balance as of Today':

Leave Type	Available Balance
Annual Leave	276.00 Hours
Sick Leave	996.00 Hours

At the bottom of the interface, there are several action buttons: 'Approve' (green), 'Reject' (red), 'Claim', 'Forward', 'Suspend', and 'Open Task'.

6. Click the **Approve** button.



Make the decision to **Approve** or **Reject** the leave request

### Submit Decision

The screenshot shows the EASE mobile application interface. A task card for 'KENNETH L HEROMAN's Leave Request' is visible, with a 'Submit Decision' dialog box overlaid. The dialog box contains the text 'You have selected "Approve".' and a text input field. Below the input field are 'Submit' and 'Cancel' buttons. The background task card shows details like 'WF-Admin', 'Due on 08/29/2016', and a table of available leave balances.

Leave Type	Available Balance
Annual Leave	276.00 Hours
Sick Leave	996.00 Hours

7. Click the **Submit** button.



Notations for the employee are optional for approval and required for rejection.



## Summary

You have successfully approved a leave request using EASE.



### Next Steps

After submission, Log Out or review other workflow tasks for approval/rejection.