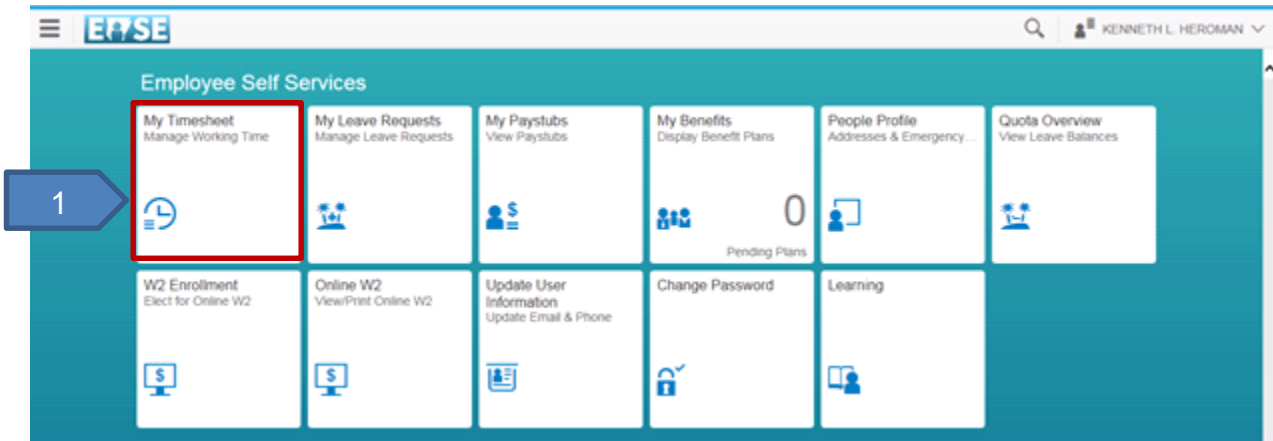
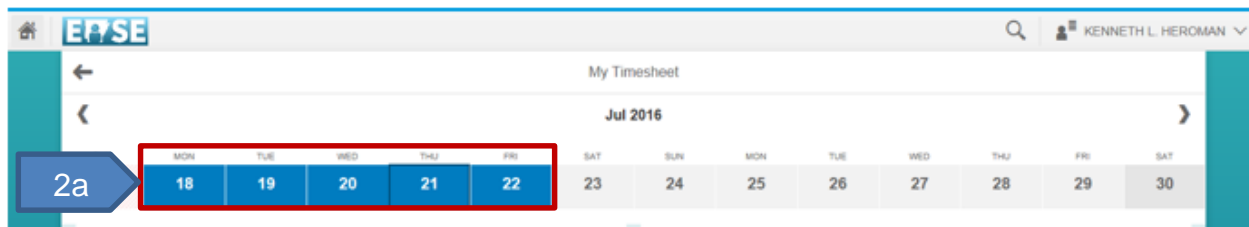


Purpose: Use this job aid to create a timesheet in EASE from your desktop, laptop or mobile device.

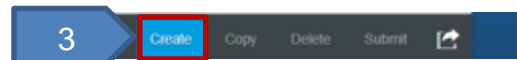
An AASIS ID and password are required to proceed.



1. Click the My Timesheet tile.



2. Using the EASE Time Entry Quick Reference job aid as a reference, complete the following fields:
 - a. Date – Using the calendar displayed, locate and click on the days for time entry. NOTE: This is applicable if all working days are to have the same number of hours (including Start and End times). All selected days will show as solid blue.



3. Click Create.

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 18 and 4 more day(s)

4a Time: From To 4b

Note: 4c

Time Assignment

Receiver Order:

Receiver cost center:

Wage Type:

Att./Absence type: 4d

WBS Element:

Prev. day indicator:

5 Submit Cancel Reset Favorites

4. Complete the following fields:
 - a. **Time From** – Utilize the scroll function to select the start of your working time. This will apply to all days selected. Click **OK**.
 - b. **Time To** – Utilize the scroll function to select the end of your working time. This will apply to all days selected. Click **OK**.
 - c. **Note** – Type an optional note for the Approver if applicable. This will apply to all days selected.
 - d. **Att./Absence Type** – Click the drop down to select the appropriate Attendance type.
5. Click **Submit**.

6. Click **OK**.

NOTE: Non-exempt shift employees do NOT enter time for non-worked paid Holidays. Exclude the Holiday from the multiple selection.

7. Click the **Back** button to exit the **My Timesheet** application.

Confirm Submission

Number of Entries: 1

Start Time: 08:00

End Time: 16:00

6 OK Cancel

7 Back

My Timesheet