



Purpose

Use this procedure to navigate EASE using your desktop, laptop or mobile device.

Prerequisites

- Employee data must exist in AASIS
- AASIS User ID and Password is required.

Menu Path

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

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

Tips and Tricks

- It is recommended to use the latest version of Internet Explorer web browser.
- It is recommended to use the most up-to-date version of your mobile device's operating system.
- The **My Timesheet** and **My Leave Request** tiles display for participating agencies only.
- The **W2 Enrollment** and **Online W2** tiles only access information from a desktop or laptop computer (state network not required).
- The **Learning** tile requires access to the state network.
- Values used in this transaction are for example only.



Procedure

1. Log on to EASE from <https://ease.arkansas.gov/> or your mobile device app.



EASE Login

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User ID

Password

[Forgot Password?](#)

[Sign In](#)

[AASIS Home](#) | [EASE Help](#)

EASE Notifications

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

Field	R/O/C	Description
User ID	Required	User ID required to logon to the system. Example: klheroman



EASE Login

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

Field	R/O/C	Description
Password	Required	A password is a string of figures, letters or characters that the user must enter (along with the User ID) to be able to log on to the system. For security reasons, the system does not display a password as it is typed. To maintain this security, keep all passwords confidential and change them regularly. Example: welcome1

4. Click the **Sign In** button.



Use the **EASE Help** link to access learning support material from both work and home!



EASE Home




The screenshot shows the EASE Home page with a header bar containing a menu icon, the EASE logo, a search icon, and the user name KENNETH L. HEROMAN. Below the header is a teal banner with the text "Employee Self Services". The main content area displays a grid of service tiles:

- My Timesheet** (Manage Working Time): Includes a clock icon and a red note "Displays for participating agencies only!". A callout box with the number 5 points to this tile.
- My Leave Requests** (Manage Leave Requests): Includes a palm tree icon and a red note "Displays for participating agencies only!".
- My Paystubs** (View Paystubs): Includes a person and dollar sign icon.
- My Benefits** (Display Benefit Plans): Includes a group of people icon and a "0 Pending Plans" indicator.
- People Profile** (Addresses & Emergency...): Includes a person icon.
- Quota Overview** (View Leave Balances): Includes a palm tree icon.
- W2 Enrollment** (Elect for Online W2): Includes a dollar sign and computer icon, with a red note "Desktop/Laptop Only".
- Online W2** (View/Print Online W2): Includes a dollar sign and computer icon, with a red note "Desktop/Laptop Only".
- Update User Information** (Update Email & Phone): Includes a document icon.
- Change Password**: Includes a lock icon.
- Learning**: Includes a person and document icon, with a red note "State Network Required".

5. Click the **My Timesheet** tile.



My Timesheet

6 →   

My Timesheet







Aug 2016


SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
7	8	9	10	11	12	13	14	15	16	17	18	19	20

Aug 7 - Aug 13 No Records No Assignments

Aug 14 - Aug 20 No Records No Assignments

<input type="checkbox"/> Time Assignment	Start Time	End Time	Duration	Status
No data				

  Action Required  Workday  Current Day  Selected Day  Selected Non-Working Day

Create Copy Delete Submit 

6. Click the **Back** button.



Use the **Create** button to complete a weekly timesheet.

Use the **Submit** button to send your completed timesheet to your approving manager.

Use the **Favorites** button to save frequently used timesheets.



Non-exempt employees can use the **legend** to determine if time has been entered or is still required for the week.



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

State Network Required

Displays for participating agencies only!

Displays for participating agencies only!

Desktop/Laptop Only

Desktop/Laptop Only

Pending Plans

7

7. Click the **My Leave Requests** tile.



My Leave Requests

Home EASE Search KENNETH L. HEROMAN

8 → ← Create Leave Request

Back Annual Leave

Jul 2016 Aug 2016

1,844 Hours Used 272 Hours Available

Start Time End Time

Attendance/Absence Hours

Approver

BOYCE A HAMLET

Send Reset Leave Balance History

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

8. Click the **Back** button.



When the request is complete, use the **Send** button to send your request to your approving manager for approval/rejection.

Use the **History** button to check the status, change or withdraw a leave request.



The leave balance overview section displays real-time balances for the type of leave selected from the drop-down menu above. This balance is updated upon leave request submission.



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

State Network Required

9. Click the **My Paystubs** tile.



My Paystubs

KENNETH L. HEROMAN

10 → ← Paystubs (99)

Search

10/2016 40.08 USD

00011084

04/24/2016 - 05/07/2016

09/2016 12.97 USD

00011084

04/10/2016 - 04/23/2016

08/2016 40.07 USD

00011084

03/27/2016 - 04/09/2016

07/2016 40.07 USD

00011084

03/13/2016 - 03/26/2016

10/2016 40.00

Take Home Pay in USD

Payroll Period April 24, 2016 - May 7, 2016

Employee ID 0001108

Position ABC SR ENFORCEMENT OFFICER

State of Arkansas
Remuneration Statement

For questions, please contact your
Agency Payroll Office

Pay Date
May 13, 2016

Check Number

Pay Period Apr 24, 2016 - May 7, 2016

Employee # 1101

Report Run
Aug 8, 2016 1:30:04 PM

Earnings	Rate	Work Hours	Current	YTD
Regular working time		80.00		
Holiday pay			0.00	
Vacation pay			0.00	
Sick pay			0.00	
Total Earnings		80.00		
Taxable Earnings			Current	YTD
Withholding Tax FED				
Withholding Tax AR				
EE Social Security Tax				
EE Medicare Tax				
Taxes	Authority		Current	YTD

Open as PDF

10. Click the **Back** button.



The overview section displays total deductions and gross pay for the selected pay period.



Click the **Open as PDF** button to save or print paystubs.



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
State Network Required

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11. Click the **My Benefits** tile.



My Benefits

The screenshot shows the EASE My Benefits interface. On the left is a sidebar with a search bar and a list of benefit categories: LIFE INSURANCE (1), SAVINGS (2), 401(a), 457, MISCELLANEOUS (1), and ARBenefits. The main content area displays the selected 'Basic Life' benefit, showing a value of 10,000.00 USD. Below this, it lists 'MN Basic Life and AD&D ASE' and 'Basic EE Life Coverage', along with a participation period from 12/23/2012 to 12/31/9999. A 'Payroll Frequency: Monthly' is also indicated. At the bottom of the main area is a 'View Summary' button.

12. Click the **Back** button.



Use the **View Summary** button to display, save or print your current summary of benefits.



The contribution data is displayed as of today's date by default. Select a previous date to review elections in the past.



Home

Employee Self Services

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Manage Leave Requests

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Addresses & Emergency...

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View Leave Balances

W2 Enrollment
Elect for Online W2

Online W2
View/Print Online W2

Update User Information
Update Email & Phone

Change Password

Learning

State Network Required

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13. Click the **People Profile** tile.



People Profile

KENNETH L. HEROMAN ▾

14 → ← People Profile

KENNETH L HEROMAN

00011084 501-555-9999

DFA ABC ENFORCEMENT OFFICER KENNETH.HEROMAN@DFA.ARKANSAS.GOV

ALCOHOLIC BEVERAGE CONTROL - ENFORCEMENT

Personal Information

Permanent Residence

Street:
City: PINE BLUFF
County: JEFFERSON
State: AR
Zip Code: 716030000
Country Key: US

Business Address

Street: 1515 WEST 7TH
City: LITTLE ROCK
County: PULASKI
State: AR
Zip Code: 72201
Country Key: US

14. Click the **Back** button.



Maintaining the correct **business email** and **work phone number** ensures receipt of communications pertinent to critical business processes.



Home

The screenshot shows the EASE Employee Self Services dashboard. The header includes the EASE logo and a search bar. The main content area is a grid of service tiles. A callout box with the number 15 points to the 'Quota Overview' tile.

Employee Self Services				
My Timesheet Manage Working Time Displays for participating agencies only!	My Leave Requests Manage Leave Requests Displays for participating agencies only!	My Paystubs View Paystubs 	My Benefits Display Benefit Plans 0 Pending Plans	People Profile Addresses & Emergency...
Quota Overview View Leave Balances 15	W2 Enrollment Elect for Online W2 Desktop/Laptop Only	Online W2 View/Print Online W2 Desktop/Laptop Only	Update User Information Update Email & Phone 	Change Password
Learning State Network Required				

15. Click the **Quota Overview** tile.



Home

16 →

KENNETH L. HEROMAN ▾

Absence Quota Overview for KENNETH L HEROMAN

Employee No.: 000110 As of: 08/08/2016

Quota Description	Deduction from	Deduction to	Balance Accrued	Balance Used	Planned	Balance Remainder
Annual Leave	06/10/2001	12/31/9999	116.00 Hours	20.00 Hours	24.00 Hours	72.00 Hours
Sick Leave	06/10/2001	12/31/9999	143.00 Hours	47.00 Hours	0.00 Hours	96.00 Hours
Holiday Leave	06/10/2001	12/31/9999	76.00 Hours	68.00 Hours	0.00 Hours	8.00 Hours
Employee Birthday	06/10/2001	12/31/9999	28.00 Hours	20.00 Hours	0.00 Hours	8.00 Hours
Catastrophic Leave	06/10/2001	12/31/9999	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours
Compensatory Time @ 1.0	06/28/2008	12/31/9999	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours

16. Click the **Home** button.



Leave requests that are submitted but not yet approved display in the **Planned** column.

If the request is rejected, the planned balance returns to 0.00 Hours and the leave time is not subtracted from the **Balance Remainder** column, for that leave type.



Home

Employee Self Services

My Timesheet Manage Working Time Displays for participating agencies only!	My Leave Requests Manage Leave Requests Displays for participating agencies only!	My Paystubs View Paystubs 	My Benefits Display Benefit Plans 0 Pending Plans	People Profile Addresses & Emergency...
Quota Overview View Leave Balances 	W2 Enrollment Elect for Online W2 Desktop/Laptop Only	Online W2 View/Print Online W2 Desktop/Laptop Only	Update User Information Update Email & Phone 	Change Password
Learning State Network Required				

17. Click the **W2 Enrollment** tile.



Home

18 → KENNETH L. HEROMAN ▾

Election for Online W-2/W-2c

Overview of Elections

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election closed	01/01/2015	12/31/9999	State of Arkansas	Receive Form W-2/W-2c only via online service.

Employee Details

Personal Information

Employee name: KENNETH L. HEROMAN

Social security number: *****

Election Details

Election Details

Election Valid From: 01/01/2016

Election Valid To: 12/31/9999

18. Click the **Home** button.



The **Receive W-2 online** button is used to opt-in for digital W2 distribution. This options remains effective until the employee changes the distribution status again.



Home

Employee Self Services

My Timesheet
Manage Working Time

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Manage Leave Requests

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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

State Network Required

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19. Click the **Online W2** tile.



Home

20 → **EASE** KENNETH L. HEROMAN ▾

Online Forms W-2/W-2c

▼ **Filter for Available Online Forms W-2/W-2c**

▼ **Search Criteria**

Tax Company Name	▼	is not	▼	▼	+	-
Year	▼	is	▼	2016	+	-

▼ **Search Results for Online Forms W-2/W-2c**

Display

	Tax Company	Tax Company Name	Year	Form Description	Created On
	AR01	State of Arkansas	2016	W-2 - Wage and Tax Statement	08/01/2016

▼ **Display W-2/W-2c**

20. Click the **Home** button.



If you have elected to receive your W2 digitally, use the **Display** button to view it as a PDF.

The W2 can be saved and/or printed.



Home

The screenshot shows the EASE Employee Self Services dashboard. The header includes the EASE logo and a search bar. The main content area is titled "Employee Self Services" and contains several tiles:

- My Timesheet**: Manage Working Time. Displays for participating agencies only!
- My Leave Requests**: Manage Leave Requests. Displays for participating agencies only!
- My Paystubs**: View Paystubs.
- My Benefits**: Display Benefit Plans. Pending Plans: 0.
- People Profile**: Addresses & Emergency...
- Quota Overview**: View Leave Balances.
- W2 Enrollment**: Elect for Online W2. Desktop/Laptop Only.
- Online W2**: View/Print Online W2. Desktop/Laptop Only.
- Update User Information**: Update Email & Phone. (Callout 21 points to this tile)
- Change Password**.
- Learning**: State Network Required.

21. Click the **Update User Information** tile.



Home

22 → KENNETH L. HEROMAN ▾

Update User Information

The AASIS Service Center best serves its community of users by maintaining up-to-date and accurate information, including basic contact information. Therefore, AASIS periodically verifies current work telephone numbers and work email addresses for each AASIS user. Please take a moment to review your information below.

Updatable Fields

Work Phone Number

Work Fax Number

Work Cell Number

Work Email Address ☐ I do not have an email address.

Security Questions

Your selected security question

Answer

Save

Home Address

Address Line 1

Address Line 2

City/County

Country/State/Zip

Work Address

22. Click the **Home** button.



Use the **Updatable Fields** section to maintain your information.



Remember to click the **Save** button before exiting the tile!



Home

The screenshot shows the EASE Employee Self Services dashboard. The header includes the EASE logo and a search bar. The main content area is titled "Employee Self Services" and contains several tiles:

- My Timesheet**: Manage Working Time. Displays for participating agencies only!
- My Leave Requests**: Manage Leave Requests. Displays for participating agencies only!
- My Paystubs**: View Paystubs.
- My Benefits**: Display Benefit Plans. Pending Plans: 0.
- People Profile**: Addresses & Emergency...
- Quota Overview**: View Leave Balances.
- W2 Enrollment**: Elect for Online W2. Desktop/Laptop Only.
- Online W2**: View/Print Online W2. Desktop/Laptop Only.
- Update User Information**: Update Email & Phone.
- Change Password**: (Highlighted with callout 23)
- Learning**: State Network Required.

- 23.** Click the **Change Password** tile.



Home

24 → KENNETH L. HEROMAN ▾

Password Change Application

* Enter the old password:

* Enter the new password:

* Confirm the new password:

24. Click the **Home** button.



Employees must know their current password to change it here. Remember, this change affects both EASE and AASIS passwords.



When complete, click the **Save** button.



Home

The screenshot shows the EASE Employee Self Services dashboard. The header includes the EASE logo and a search bar. The main content area is a grid of service tiles. A callout box with the number 25 points to the 'Learning' tile.

Employee Self Services				
My Timesheet Manage Working Time Displays for participating agencies only!	My Leave Requests Manage Leave Requests Displays for participating agencies only!	My Paystubs View Paystubs 	My Benefits Display Benefit Plans 0 Pending Plans	People Profile Addresses & Emergency...
Quota Overview View Leave Balances 	W2 Enrollment Elect for Online W2 Desktop/Laptop Only	Online W2 View/Print Online W2 Desktop/Laptop Only	Update User Information Update Email & Phone 	Change Password
Learning State Network Required				

25. Click the **Learning** tile.



Learning - SAP NetWeaver Portal

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Learning

Navigation

Training Home

- Information

Find

Search Term

Find Extended Search

Course Catalog

- Instructor Led Classroom
- Self-paced Online

My Learner Account

- Training Activities
- Course Prebookings
- Favorites
- Settings

Top 10

Lists the courses most frequently booked. Click on a course to display

Messages and Notes

There are no messages or notes for you.

My Training Activities

All (24) Web-Based Training (1) Static Web-Based Training (23)

Your current training activities in summarized format.

Course	Delivery M...	Schedule	Locat...	Learning Progr...	Start
teLearningARStateJobs - Hiring Official	WBT	Released until Unlimited		Accesses 0 Progress 0% Duration 0 min	Start now
01 AASIS Overview and Basic Navigation	Static WBT	Released until Unlimited		Accesses 7	Start now
01 ARIP Creating Customer Invoices	Static WBT	Released until Unlimited		Accesses 3	Start now
02 ARIP Managing Customer Accounts	Static WBT	Released until Unlimited		Accesses 1	Start now
03 ARIP Creating Customer Credit Memos	Static WBT	Released until Unlimited		Accesses 2	Start now
04 ARIP Accounts Receivable Reporting	Static WBT	Released until Unlimited		Accesses 1	Start now
01 AASIS Overview & Basic Navigation II	Static WBT	Released until Unlimited		Accesses 3	Start now
01 Create Invoice Certification Activity	Static WBT	Released until Unlimited		Accesses 2	Start now
01 Overview II Certification Activity	Static WBT	Released until Unlimited		Accesses 2 / 3	Start now

26. Click the **Close** button to return to the EASE Home browser tab.



Type "EASE" in the Search Term field to quickly access applicable courses.

Use the **Course Catalog** section to navigate through all available courses.



The Learning tile redirects the user to the existing OPM course registration page.

This page opens in a new web browser tab.



Home

Employee Self Services

- My Timesheet**
Manage Working Time
Displays for participating agencies only!
- My Leave Requests**
Manage Leave Requests
Displays for participating agencies only!
- My Paystubs**
View Paystubs
- My Benefits**
Display Benefit Plans
0 Pending Plans
- People Profile**
Addresses & Emergency...
- Quota Overview**
View Leave Balances
- W2 Enrollment**
Elect for Online W2
Desktop/Laptop Only
- Online W2**
View/Print Online W2
Desktop/Laptop Only
- Update User Information**
Update Email & Phone
- Change Password**
- Learning**
State Network Required

- 27.** Click the **User Dropdown** button.



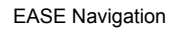
Home

The screenshot displays the EASE Employee Self Services interface. At the top, there is a navigation bar with the EASE logo, a search icon, and the user name KENNETH L. HEROMAN. Below this, the main content area is titled "Employee Self Services". It contains several service tiles:

- My Timesheet**: Manage Working Time. Displays for participating agencies only!
- My Leave Requests**: Manage Leave Requests. Displays for participating agencies only!
- My Paystubs**: View Paystubs.
- My Benefits**: Display Benefit Plans. Pending Plans: 0.
- People**: Addresses & Emergency... (highlighted with a red circle and the number 28).
- Quota Overview**: View Leave Balances.
- W2 Enrollment**: Elect for Online W2. Desktop/Laptop Only.
- Online W2**: View/Print Online W2. Desktop/Laptop Only.
- Update User Information**: Update Email & Phone.
- Change Password**.
- Learning**: State Network Required.

A dropdown menu is open over the top right, showing "User Preferences" and "Log Out" (highlighted with a red circle and the number 28).

28. Click the **Log Out** button.



29

- 29.** Click the **OK** button.



Summary

You have navigated EASE.



Next Steps

Select a specific tile as applicable to process your data.