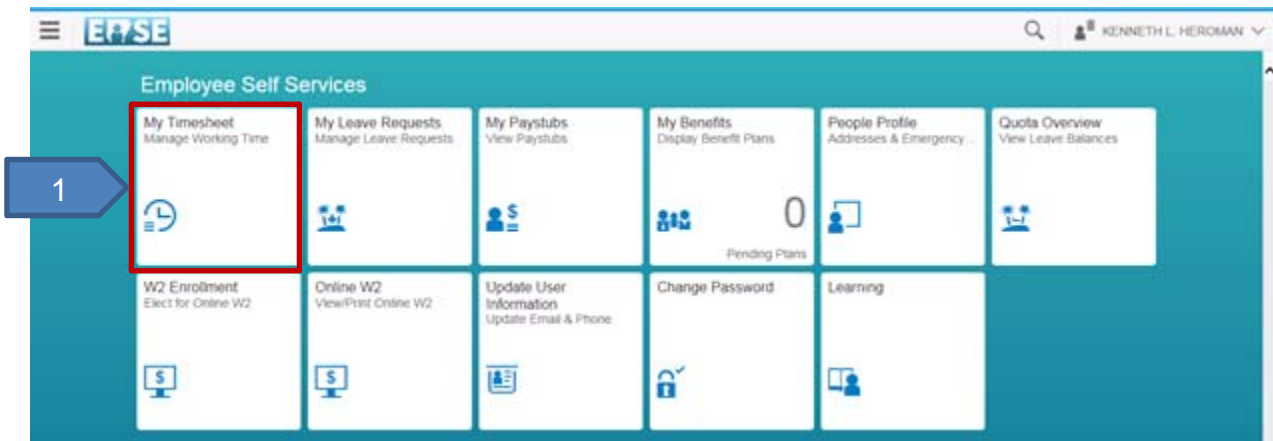


Purpose: Use this job aid to indicate time worked on or after midnight if it is to be posted to the previous day. For example, if the first time pair starts before midnight on one day, and as a result of a break the second time pair starts after midnight, thus falling into the next day, the Previous Day Indicator is set on the second time pair to connect it to the first time pair and post the hours on the first day using the EASE **My Timesheet** application.

An AASIS ID and password are required to proceed.



1. Click the **My Timesheet** tile.

The screenshot shows the EASE 'Create Time Entry' form. A calendar shows July 2016. The 'Time entry for Aug 1' section has a red box around the 'Time' field with '18:30' and '23:30', labeled with a blue arrow and '2a'. A second blue arrow labeled '2b' points to the 'Time' field. Below, the 'Time Assignment' section has a red box around the 'Attendance Hours Worked (ATTN)' dropdown, labeled with a blue arrow and '2c'. At the bottom, a blue arrow labeled '3' points to the 'Submit' button.

2. Complete the following fields:
 - a. **Time From** – Click the scroll to select the start of your working time. EXAMPLE: If your work hours are 6:30pm – 07:00am, with a ½ hour break at 11:30, Enter 18:30. Click **OK** to continue.
 - b. **Time To** – Click the scroll to select the end of your first time pair (break time).
EXAMPLE: If your break is at 11:30, Enter 23:30. Click **OK** to continue.
 - c. **Att./Absence Type** – Click the drop down to select the appropriate Attendance type.
3. Click **Submit**
4. Click **OK**.

Confirm Submission

Number of Entries: 1
Start Time: 16:30
End Time: 23:30

4
OK
Cancel

5. Repeat the steps above for the next working day:
 - a. **Time From** – Click the scroll to select the start of your working time. EXAMPLE: If you return from your break at 12:00am (or later) and work until 7:00am, Enter 00:00 for midnight.

- b. **Time To** – Click the scroll to select the end of your working time. EXAMPLE: If your work ends at 7:00am, Enter 07:00.
 - c. **Att./Absence Type** – Click the drop down to select the appropriate Attendance type.
 - d. **Previous Day Indicator** – Click the drop down to indicate “Yes”. Do NOT type in field.
6. Click **Submit**.

7. Click **OK**.

Confirm Submission

Number of Entries: 1

Start Time: 00:00

End Time: 07:00

7

OK

Cancel

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

8

←

My Timesheet