



Purpose

Use this procedure to approve or reject time entries submitted by an employee using EASE.

Prerequisites

- Workflow task for Timesheet 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 task notifications on the **My Inbox** tile when a timesheet is submitted for review. No business email is sent upon original timesheet submission.
- Approving Managers receive business emails for incomplete timesheet entries starting on the *Thursday* before Payroll Monday until the task(s) relevant for the current payroll period are completed.
- Approving Managers and their Hierarchical Manager receive business emails of incomplete timesheet entries 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 timesheet.
- Values in this document are for example only. Accurate data relies on a particular agencies business process.

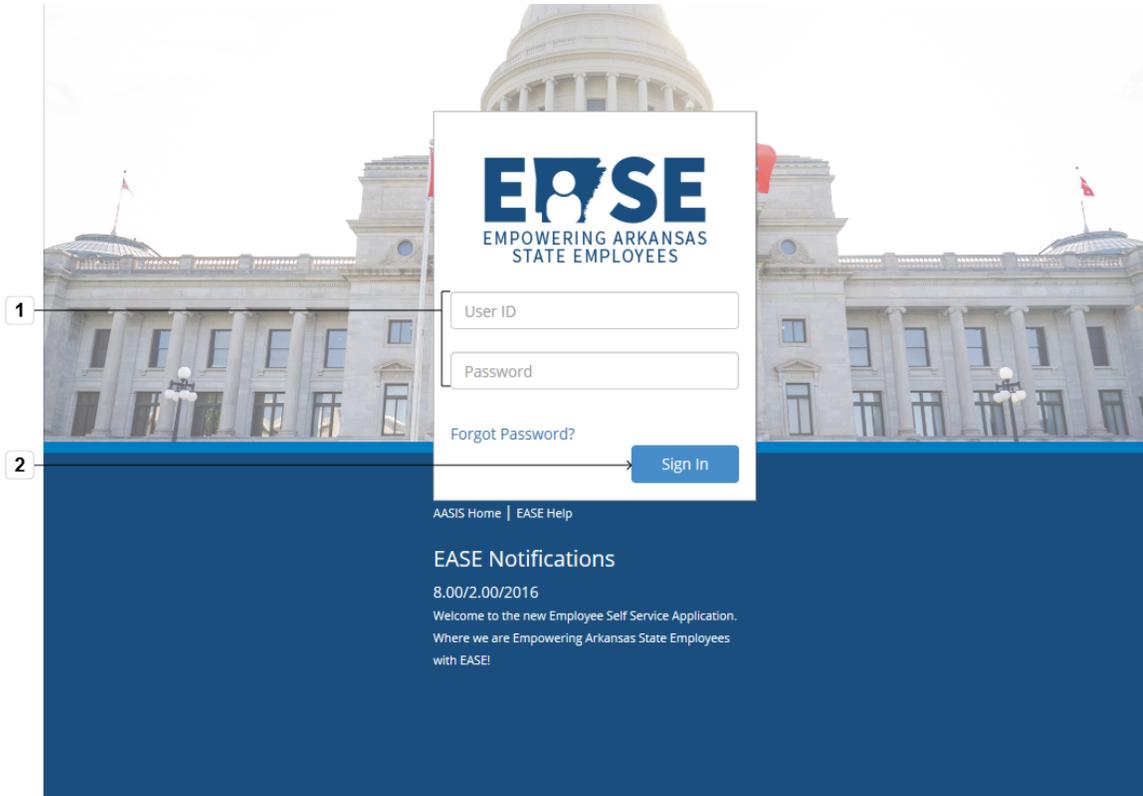


Tutorial

EASE - Time Approval

Procedure

EASE Login



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

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

2. Click the **Sign In** button.



Home

The screenshot shows the EASE Employee Self Service dashboard. At the top, there is a navigation bar with the EASE logo and a user profile for BOYCE A. HAMLET. Below the navigation bar, the dashboard is divided into two main sections: 'Employee Self Service' and 'Manager Self Service'. The 'Employee Self Service' section contains ten 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), 'W2 Enrollment' (Elect for Online W2), 'Online W2' (View/Print Online W2), 'Update User Information' (Update Email & Phone), 'Change Password', and 'Learning'. The 'Manager Self Service' section contains two tiles: 'My Inbox' (All Items) and 'My Team Calendar' (View Team Calendar). A callout box with the number '3' points to the 'My Inbox' tile, which displays a checkmark icon and the number '1'.

3. Click the **My Inbox** tile.

My Inbox

The screenshot displays 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 (2)' and a list of items. The selected item is 'Time Sheet for KENNETH L HEROMAN', which is marked as 'Medium' priority and 'Ready'. The detailed view of this item shows it was created on 08/04/2016 and is due on 08/15/2016. Below the item details, there is a section titled 'Time sheet submitted by KENNETH L HEROMAN' which includes the employee number 00011084 and a table of submitted time sheet details. The table shows three consecutive days of submission (08/01/2016 to 08/03/2016) with an 'ATTN' type and 4.00 hours each. At the bottom of the interface, there is a toolbar with buttons for 'Approve', 'Reject', 'Claim', 'Forward', 'Suspend', and 'Open Task'.

| Date | Attn Type | Begin Time | End Time | Hours |
|------------|-----------|------------|----------|-------|
| 08/01/2016 | ATTN | 12:30 | 16:30 | 4.00 |
| 08/02/2016 | ATTN | 12:30 | 16:30 | 4.00 |
| 08/03/2016 | ATTN | 12:30 | 16:30 | 4.00 |

4. Click the **Timesheet** to review.



The **Timesheet Details** section displays all date(s)/time(s) submitted together.

In the example, after lunch time pairs are used for three consecutive days and submitted simultaneously.

5. Click the **Approve** button.



Make the decision to **Approve** or **Reject** the timesheet.

Submit Decision

The screenshot shows the EASE interface for a Time Sheet for KENNETH L HEROMAN. A dialog box titled "Submit Decision" is open, displaying the message "You have selected 'Approve'." and a text input field. Below the input field are "Submit" and "Cancel" buttons. The background shows a list of time sheet items and a table of details.

| Date | Attn Type | Begin Time | End Time | Hours |
|------------|-----------|------------|----------|-------|
| 08/01/2016 | ATTN | 08:00 | 12:00 | 4.00 |
| 08/02/2016 | ATTN | 08:00 | 12:00 | 4.00 |
| 08/03/2016 | ATTN | 08:00 | 12:00 | 4.00 |

6. Click the **Submit** button.



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



Summary

You have successfully approved a timesheet entry using EASE.



Next Steps

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