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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>Required</td>
<td>User ID required to logon to the system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>klheroman</td>
</tr>
</tbody>
</table>

User ID required to logon to the system.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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!
5. Click the My Timesheet tile.
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.
7. Click the **My Leave Requests** tile.
8. Click the **Back** button.

   ![Calendar with leave request form]

   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.
9. Click the **My Paystubs** tile.
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.
11. Click the **My Benefits** tile.
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.
13. Click the **People Profile** tile.
14. Click the **Back** button.

Maintaining the correct **business email** and **work phone number** ensures receipt of communications pertinent to critical business processes.
15. Click the Quota Overview tile.
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.
17. Click the **W2 Enrollment** tile.
18. Click the **Home** button.

The **Receive W-2 online** button is used to opt-in for digital W2 distribution. This option remains effective until the employee changes the distribution status again.
19. Click the **Online W2** tile.
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.
21. Click the **Update User Information** tile.
22. Click the **Home** button.

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

Remember to click the **Save** button before exiting the tile!
23. Click the **Change Password** tile.
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.
25. Click the Learning tile.
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.
27. Click the **User Dropdown** button.
28. Click the **Log Out** button.
**Header Confirmation**

29. Click the **OK** button.
Summary

You have navigated EASE.
Next Steps

Select a specific tile as applicable to process your data.