



ARKANSAS DEPARTMENT OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
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KENDALL W. PENN
MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-DOTM

23 August 2019

MEMORANDUM FOR STATE EMPLOYEES

SUBJECT: Department of the Military (DOTM) Policy 2019-43, Empowering Arkansas State Employees (EASE) Timekeeping

1. The Department of the Military (DOTM) Human Resources unit, is responsible for the creation, updating, revision and dissemination of state policies and procedures. These policies and procedures assist the agency in maintaining a competent workforce.
2. The purpose of this policy is to empower state employees and supervisors to complete timekeeping actions accurately and by the established deadlines, on their own anywhere they have access to a Web browser.
3. Point of contact for this memorandum is Chief of Staff, Scott Stanger at (501) 212-5167.

A handwritten signature in black ink, appearing to read "Kendall W. Penn".

KENDALL W. PENN
MAJOR GENERAL
The Adjutant General

Encl.
EASE Timekeeping Policy

EMPOWERING ARKANSAS STATE EMPLOYEES TIMEKEEPING POLICY

1. The Department of the Military (DOTM) uses an electronic time tracking system that is managed by the online system called Empowering Arkansas State Employees (EASE). EASE allows employees and supervisors to complete timekeeping actions anywhere they have access to a Web browser. DOTM is required to comply with federal and state laws of maintaining accurate employee time records. The laws that regulate employees' wages and hours are designed to insure that employees are paid, as specified, within these regulations. These records contain valuable information pertaining to scheduled hours worked, non-exempt employees hours worked, vacation accruals, sick accruals and leave reporting. Non-exempt employees (employees who are eligible for overtime) are responsible for recording all time worked in the electronic timekeeping system.
2. Each employee is responsible for reporting his/her time worked, meal periods, and/or leave for each pay period. Inappropriate misrepresentation of time and attendance information may result in disciplinary action up to and including termination. Electronic Timesheet Approvers (Managers, Supervisors, HR Representatives) are responsible for ensuring that the work and leave time reported reflects each employee's activity for each pay period. Approvers are also responsible for validating employee time by approving the employee's time through the EASE system. Managers/supervisors are responsible for notifying their Human Resources liaison 2 weeks prior to any work schedule changes for employees in their assigned areas.

Exempt Employees

"Exempt" refers to employees who are exempt from Federal and State laws regarding the payment of overtime. Exempt employees are not required to track or report hours worked for performing assigned duties in EASE. Exempt employees are not eligible for overtime compensation. Exempt employees must enter any leave taken in each workweek.

- A. Note: FMLA/Catastrophic leave quota hours awarded to employees by the Office of Personnel Management (OPM) will be entered into the EASE system by the DOTM HR Representative and cannot be used until this action has been completed.
 - B. Errors in reporting hours worked, even those occurring inadvertently; can result in serious consequences to DOTM and to the individuals involved. It is the expectation that every DOTM employee will adhere to all timekeeping practices and policies that address payment/EASE time entry of employee hours.
3. **Regular Full-Time and Extra Help Employee Responsibilities:**
 - Record time worked for absences from work for each pay period and inform supervisor/manager of any discrepancies as soon as possible.
 - When applicable, use the notes field to explain corrections, updates, changes, etc.
 - Obtain approval in advance for all scheduled leave whenever possible.

4. Supervisor/Manager Responsibilities:

- Review and approve subordinate's time reporting records.
- Review and approve subordinate's requests for leave.
- Ensure that subordinates complete training in EASE timekeeping procedures.

5. Timekeeping guidelines:

- Employees shall not give their user logon and password to any other employee.
- No one may change an employee's time sheet except the employee. (DOTM may make changes under limited circumstances.)
- When an employee is unable to access the timekeeping system for any reason, he/she must contact the AASIS helpdesk at (501) 683-2255.
- If the Employee fails to enter time before the end of the pay period, the late time submission will be paid on the next pay period.
- **Time entry is the sole responsibility of each employee.**

6. Training for the EASE timekeeping is offered online and the following are the required training courses:

Leave Entry (All State Employees)

Printable Job Aids Title

Create Leave Request

Create Leave Requests with Two Leave Types

Delete (Withdraw) Approved Leave Request Leave

Request for Holiday Leave

Shift Work Schedule Partial Day Leave Request

7. Time Entry (Non-exempt – Employees who completes timesheets)

Printable Job Aids Title

- Alternate Work Schedule
- Change Time Entry
- Create Time Entry
- Delete Approved Time Entries
- Delete Time Entry
- Multiple Day Time Entry
- Shift Work Schedule Time Entry

8. Time and Leave Approval (Supervisors)

Printable Job Aids Title

- Approve Deleted Time Entries
- Assign Workflow Substitution
- Leave Approval
- Reject Time Entry for Multiple Days on Timesheet Submission
- Time Approval

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Timekeeping

Policy can be referenced in the Department of the Military Employee Policy Procedures and Orientation Handbook.