



Arkansas Department of Military
Cabinet Secretary - Major General Jonathan M. Stubbs,
The Adjutant General

Policy Title: Timekeeping Policy

Policy Number: 10

Authority: Ark. Code Ann. § 12-61-106; Ark. Code Ann. § 11-4-201 *et. seq.*; 29 U.S.C § 201 *et. seq.*

Effective Date: June 1, 2023

I. PURPOSE:

The following shall establish official department guidelines for employe timekeeping within the Department of the Military (DOTM).

II. POLICY:

DOTM is required by state and federal law to maintain accurate time records pertaining to scheduled hours, actual hours worked, vacation and sick time accruals, and leave for all employees. To accomplish this, DOTM utilizes an online system called Empowering Arkansas State Employees (EASE) which is accessible through any web browser.

Each employee is responsible for reporting his or her time worked, meal periods, and/or leave requests for each pay period. Incorrect or invalid reporting of time and attendance information may result in disciplinary action, up to and including termination.

Leave requests should be submitted with as much advance notice as possible, or in the event of sick leave, as soon as the employe returns to work, if he or she is unable to access EASE remotely. Time must be reported during the controlling pay period to receive timely compensation. Failure to report any time worked or to request leave before the end of the pay period will necessitate compensation being disbursed during the following pay period.

No employee shall provide his or her login and password information to another individual and the individual's time records shall not be changed by anyone other than the employee. DOTM payroll representatives may make changes under limited circumstances, such as when the employee is unable to access the EASE system personally.

If an employee faces issues with accessing the EASE system for any reason, he or she must contact the AASIS helpdesk at 501/683-2255 for resolution. Any discrepancies between recorded time and actual worked time must be reported to the employee's supervisor as soon as possible.

III. SUPERVISOR RESPONSIBILITIES

Supervisors and managers are responsible for reviewing and approving subordinate time reporting records and leave requests in a timely manner. Any issues or discrepancies must be discussed with the employee and DOTM payroll representative when necessary.

Any changes in employee's work schedule must be reported to DOTM human resources liaison at least 2 (two) weeks in advance.