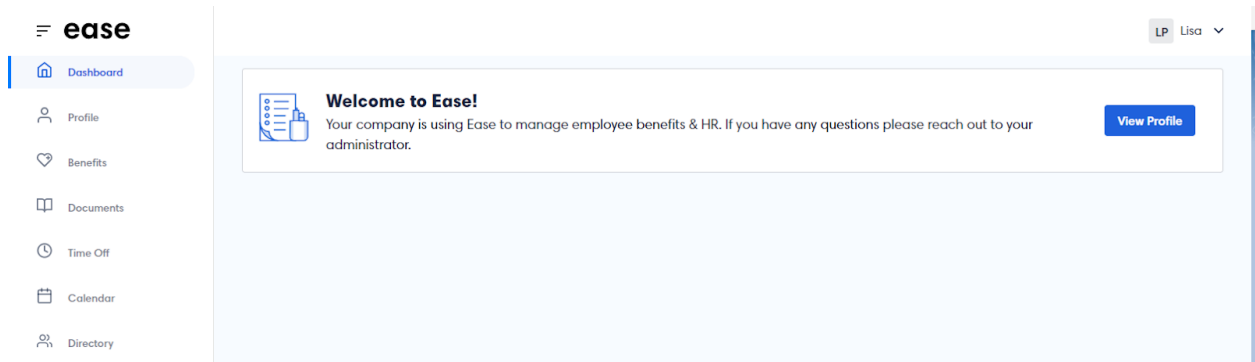


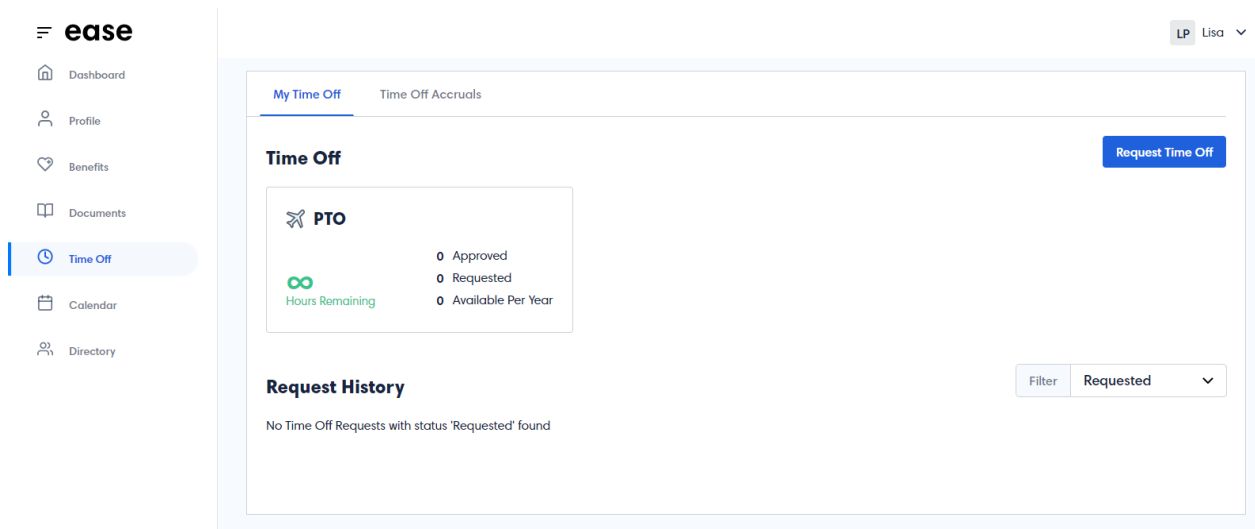
# Employee EaseHR Experience

## From Your Dashboard

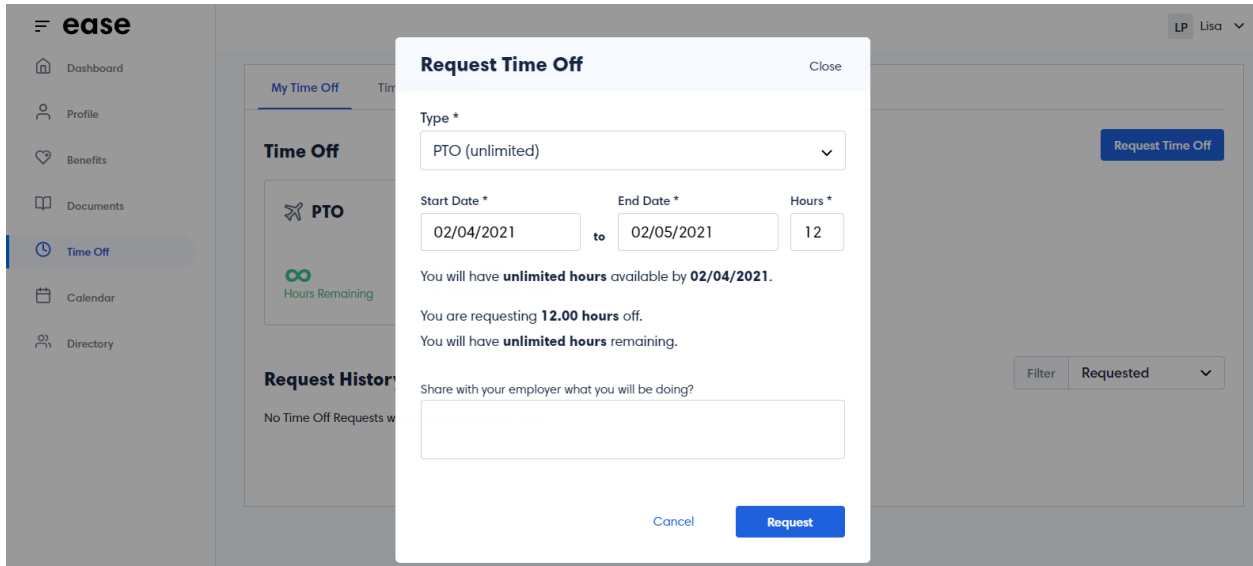


## To submit a Time Off Request

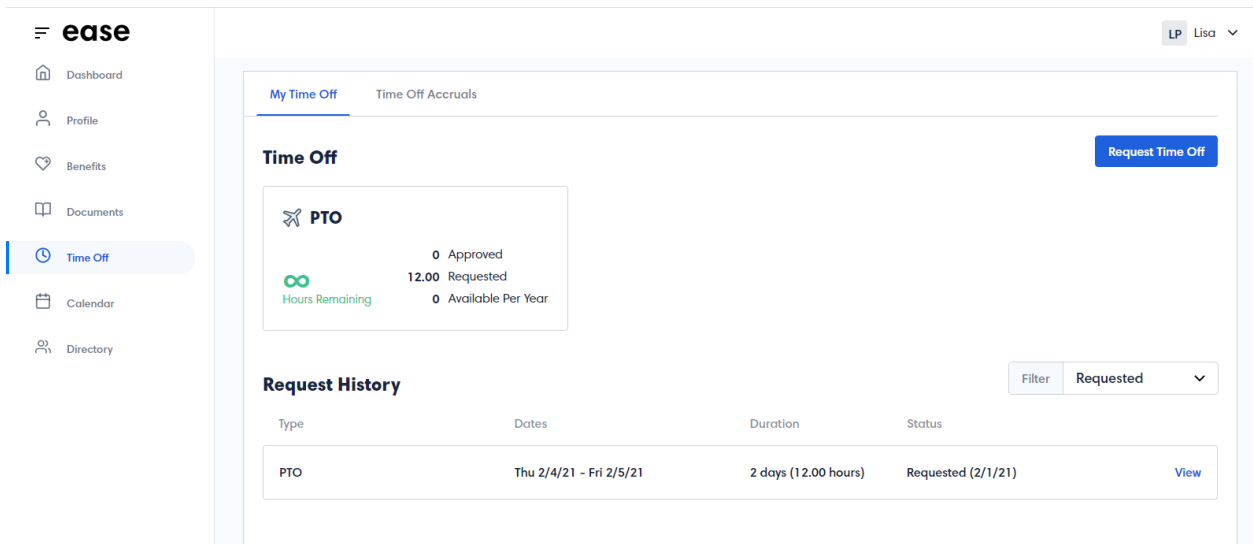
1. Select **Time Off** from left navigation bar.



2. Click **Request Time Off**.



3. Choose **Type**.
  - Note total time available for available options are provided in ( ).
4. Enter **Start** and **End Date**.
  - Hours are automatically added in full days.
  - Update to reflect custom number of hours as needed.
5. Optionally, enter reason.
6. Click **Request**.
  - Requested amount is displayed for type of **Time-Off**.
  - **Request History** displays at bottom of screen.
  - Use Filter to see **Approved**.



## To make changes to a request

1. Click **View** next to request.

**Time Off Request** Close

Type  
PTO

Start Date \* 2/4/2021 to End Date \* 2/5/2021 Hours 16

You will have **unlimited hours** available by **02/04/2021**.

You are requesting **16.00 hours** off.

You will have **unlimited hours** remaining.

Share with your employer what you will be doing?

Cancel Request Request

Request Time Off

Filter Requested

Status  
Requested (2/1/21) View

2. Edit information in dialog box.
3. Click **Request**.
4. To delete request, click **Cancel Request**.

## To view your time off requests and those of your manager's other direct reports

1. Click **Calendar** from left navigation bar.

**ease** LP Lisa

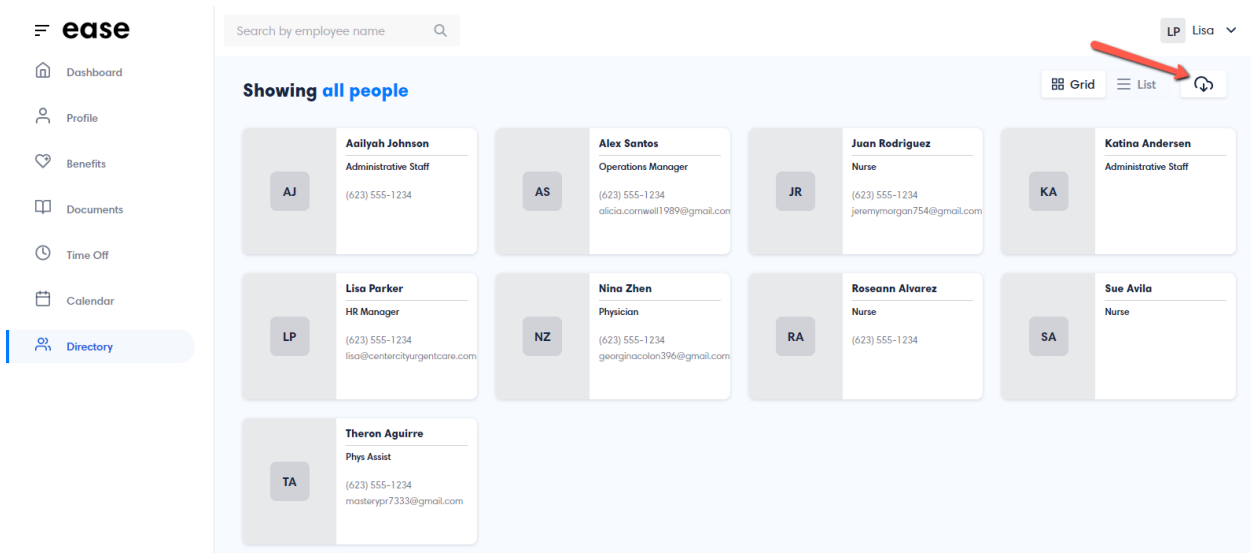
Today < > February 2021 Holidays Time Off Requested Approved

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4 LP Lisa Parker	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

- Requests are in gold.
- Approved are in blue.

## To view and/or download a company directory

1. Select **Directory** from left navigation bar.



- Defaults to Grid view.


2. To view directory as a list, click **List**.



## To respond to a Survey or Review Request\*

\*No longer available for new Ease customers. Only available for grandfathered accounts.


1. Click **View** under Review or Survey.





**Holly Busch**  
Account Manager


### Surveys

Survey	Due Date	Submit Date	Status	
<a href="#">Mid-Year Happiness Project</a>	3/23/2019	3/22/2019	Signed	<a href="#">Edit</a>

 Dashboard

 Profile

 Benefits

 Documents

2. Select the survey or review from the list.

---

## Mid-Year Happiness Project

Due: 3/23/2019  
Submit Date: 3/22/2019

### 1) What makes you happy at work? \*

- ☐ Relationships with colleagues
- ☒ Inspiring leadership
- ☒ Challenging projects
- ☐ Lunch
- ☐ Other

### 2) How is your work/life balance? \*

0 1 2 3 4 5 6 **7** 8 9 10

3. Complete questions and click **Submit** at the bottom.

## Submit Survey

Close

You may edit this survey up until 3/23/2019, at which point it will be finalized and then shared with the requestor.

**Submit**

4. Click **Submit**.

- Returns to your Dashboard.